

**Land Transport
Authority Job
Description**

Date:	August 2025	Position Title	Safeguards Officer
Division:	PROJECT MANAGEMENT DIVISION	Classification Level	G3/S1-G4/S7 \$17,838.84-\$28,545.89 p.a
Contract Duration	Three (3) Years		
Reporting Structure	The Junior Safeguards Officer will primarily report to the Contract Safeguards Officer and, as required, to the Project Management Division (PMD) Manager		

Primary Objective

- To support the PMD safeguards team by ensuring smooth implementation of all safeguards' requirements of the Government of Samoa and respective donors i.e., World Bank, Asian Development Bank and any others.
- To work together within PMD and with the appointed Project Consultants to ensure the specified safeguards requirements and aims of each construction project are fully met.
- To support the PMD Safeguards team by reviewing project safeguards documents and monitoring of environmental and social requirements throughout project lifecycle
- Support other donor-funded projects on an as-needed basis.

Job Function

1	Assist in supporting, implementation of, and monitoring compliance with local and donor safeguards requirements
2	Assist with verification of all Project Safeguards Documents
3	Support social safeguards implementation and monitoring activities
4	Other duties as directed by the Manager of Project Management Division
5	Build capacity in safeguards compliance, consultations skills and project monitoring

Responsibilities

1	Assist the Contract Safeguards Officer in reviewing documents or deliverables pertaining to environmental and social safeguards that are prepared by the consultants and/or donor agencies
2	Assist the LTA Contract Safeguards Officer and Safeguards Specialists attached to each project in implementing and monitoring actions or following up comments or approvals pertaining to the Land Acquisition process spearheaded by the Ministry of Lands and Survey
3	Assist and work with project consultants with carrying out site visits and field work activities such as socio-economic data gathering, crop counting etc. prior to construction works commencing
4	Work with project consultants to monitor and enforcement safeguards requirements and conditions stipulated in both local and donor safeguards legislation, policies, framework i.e., PUMA Act 2004, Environmental Guideline 2011, Environmental and Social Framework, Codes of Environmental Practice 2007 etc.
5	Assist the Contract Safeguards officer with conducting safeguards audits during project implementation stages and prepare audit reports for any corrective actions by the contractors
6	Assist in coordination and conducting consultations with project affected people and communities and relevant government agencies
7	Assist in updating the grievance and complaints register for all projects, support investigations of grievances, support responding to claimants in the required timeframe, and monitor complaints/grievances to ensure timely resolution.

8	Implement any other works as directed by the Manager of Project Management Division.
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Selection Criteria		Essential - Desirable	Weighting
Qualification	Candidate should have a suitable diploma in Environmental Science or relative technical qualification from a recognized Institution or at least in process of obtaining qualifications	Essential	
Work Experience	Have at least 1 years of relevant experience in being part of a team working on a civil works project, and have exposure to the activities relating to land acquisition, community consultation and addressing complaints.	Desirable	
Knowledge and Skills	A knowledge of development partners' (i.e.: ADB, World Bank, etc.) and GoS safeguards procedures.	Desirable	
	Competence in report writing, meeting presentation, and communication skills.	Essential	
	Competence in Microsoft Office software, and MS Project software for project scheduling.	Essential	
	Fluent in English and Samoan – both written and spoken.	Essential	
	Current Samoan Driver's License.	Desirable	

Competencies	
1	Team Player & Team Building
2	Responsible, Listen and Respond
3	Planning, assigning, directing and supervising
4	Integrity/ Flexible/ Common Sense, Trustworthy
5	Public and Customer Relation expert
6	Physically fit
7	Strong attention to detail and willingness to learn

