

Land Transport Authority Job Description

Date:	April 2026	Position Title	Manager Corporate Services
Division:	Corporate Services	Classification Level	ACEO Level (Contractual position of 3 years)
Directly Supervises	Corporate Service Division		
Reports to:	The Chief Executive Officer for the effective and efficient leadership and management of human resources, public relations, Occupational Health & Safety, policy and planning of the division to ensure the achievement and Sustainability of the LTA's business goals and objectives.		
Primary Objective			
	To lead the strategic and operational aspects of the LTA human resources, public relations, occupational health & safety, policy and planning in accordance with organizational direction set out in the LTA Corporate Plan, Strategic Annual Management Plan, and Annual Budget.		
1	Plan and manage the operations of the Corporate Services Division effectively and efficiently, allocating resources to support the achievement of the Authority's business priorities.		
2	Develop in collaboration with other Managers, and implement management strategies and practices that improve team work and create a motivational environment that enhance employees' productivity and commitments.		
3	Coordinate and facilitate divisional plans to ensure the achievements of planned targets corresponding to objectives and strategies in the Corporate Plan, Strategic Annual Management Plan, and the Annual Budget.		
4	Constantly review and forecast the Authority's HR needs and discuss with the Chief Executive Officer and Managers possible capability development strategies to address real and apparent needs.		
5	Review, formulate and propose to the Chief Executive Officer appropriate amendments to HR procedural policies and processes in response to external demands and changes.		
6	Lead and supervise the performance of all other administrative services such as record keeping, mail delivery, queries from the general public and answering the telephone.		
7	Provide high standard of leadership and management and actively participate as part of the Leadership and Management Team in decision-making and governance processes of the Authority.		
8	Lead and be the role-model of the Authority's values and principles for all staff members member. Manage core functions of the CSD division in order to sustain the provision of a safe national road network and be accountable for the effective and efficient usage of the divisional resources.		
9	Ensure that effective performance management and evaluation processes are undertaken annually or when required for all staff of the Authority.		
10	To provide job support network, coaching as well as training for team members to ensure their continuous development as per approved Annual Training Plan. Facilitate division/authority training sessions, workshops and team strengthening exercises when required.		
11	Ensure timely and accurate monthly HR reports to all Output Managers to assist them in monitoring their staff.		
12	Develop and formulate capability/development plan for the CSD Division and to assist other divisions with preparing list of actions and solutions in identifying skills gaps.		
13	Develop and implement the Authority's Reports/Plans such as Workforce Plan, Corporate Plan, Management Plan, Annual Reports, Performance Management Plans/Appraisals and any other relevant Plan/Reports.		
14	Work collaboratively with other Managers to ensure the accuracy of personnel records for better planning. Oversee the accuracy and timely dissemination of relevant information regarding the Authority to other SOE's, Government Ministries and our Stakeholders.		

15	Oversee all public relations activities through a well-developed media relations strategy, broadcast and online media.
16	Monitor, analyze, communicate and manage PR results and media enquiries on a daily/weekly/monthly basis.
17	Represent the Chief Executive Officer in Government committees and any other duties as directed.

Selection Criteria		Essential - Desirable	Weighting
Qualification	Must have a degree with majors in Business Management or Management (HR emphasis) from a recognized tertiary Institution.	Essential	
Work Experience	Must have at least 5 years of experience at management level	Essential	
Knowledge and Skills	Demonstrated ability to perform critical analysis and initiate policy interventions, provide strategic, HR, Policy, PR advise to The Chief Executive Officer.	Essential	
	Demonstrated ability to collaborate, network, negotiate and engage effectively with Managers and with external Stakeholders in issues pertaining to Corporate Services.	Essential	
	Demonstrated ability to formulate, manage and achieve planned outcomes with approved resources and within agreed timelines In accordance with acceptable ethical standards.	Essential	
	Should be computer literate and has proven experience in Microsoft programs – word, excel, PowerPoint , outlook and Other programs will be an advantage.	Essential	
	Demonstrated ability to create and implement Communication Strategies on Social Media platforms and Media with sound Knowledge in production and designing. And ensure LTA's Visibility externally.	Essential	
	Excellent verbal/written communication skills and interpersonal skills in Samoan and English	Essential	
	Has sound knowledge of the following legislations; <ul style="list-style-type: none"> • LTA Act 2007 • LTA Regulations • Public Finance Management Act 2001 • Public Bodies Performance and Accountability Act 2001 • Labour and Employment Act 2013 	Essential	

Competencies	
1	Leadership
2	Strategic
3	People Management
4	Goals and Achievements
5	Planning and Implementation
6	Holding Others Accountable
7	Policy and Regulatory Metrics
8	Relationship with external constituencies
9	Financial Accountability
10	Flexible/common sense
11	Integrity & Perseverance