

Land Transport Authority

Job Description

Date:	August	Position Title	Senior Engineering Officer Local Funded Project
Division:	PROJECT MANAGEMENT DIVISION	Classification Level	\$29,555.19-\$44,849.95 p.a. (G5/S1-G6/S7)
Reports to:	Senior Engineering Officer will report to the Contract Engineer and/or PMD Manager depending on the directive from the Manager		

Primary Objective

	1. As the Senior Engineer Officer to support the Principal Engineer (s) in enduring the efficient contract management and administration of all LTA projects funded under the Samoa Government, and those ads required by the CEO 2. To work together with successful Contractors to ensure the specified standards and aims of each design and construction project are fully met. 3. To assist in preparation of Terms of Reference and to assist in the procurement and bidding process and contract award for contractor services.
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Responsibilities

1	Ensure compliance of procurement with the Government of Samoa requirements and any other Requirements.
2	Assist in preparing technical specifications and terms of reference, request for proposals, bidding documents, evaluation reports, contract documents and contract amendments/ variations, as well as progress reports and funds reconciliation for all projects.
3	Assist Contract Engineer(s) i. In drafting project proposals and documentations ii. Reviewing designs/contracts/reports iii. Collection of project data iv. Assist in quality assurance v. Supervising ongoing projects works.
4	Other duties as directed by the PMD Manager

Selection Criteria

Selection Criteria		Essential - Desirable	Weighting
Qualification	A Bachelor of Civil Engineering Degree from a recognized Institution	Essential	
Work Experience	Have at least 1 year of relevant experience in civil works and contract management	Essential	
Knowledge and Skills	Appropriate involvement and / or experience in Local funded projects or other developing countries, including least developed countries is desirable	Desirable	
	A knowledge of GoS procedures for procurement processes.	Desirable	
	Competence in report writing, meeting presentation and communication skills	Essential	
	Competence in report Microsoft office software and MS Project software for project scheduling	Essential	
	Fluent in English and Samoan – both written and spoken	Essential	
	Current Samoa Driver's License	Essential	

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 experience
6	Physically fit/healthy