

Land Transport Authority

Job Description

Date:	August 2026	Position Title	Senior Safeguards Officer
Division:	PROJECT MANAGEMENT DIVISION	Classification Level	(G5/S1-G6/S7) \$29,555.19-\$44,849.95 p.a.
Directly Supervises			
Reports to:	Contract Safeguards Officer and Division Manager		
Works Closely with:	Project Management division and safeguards team, other Project Safeguards Specialists, Project Contractors and relevant Government Agencies		

Primary Objective	
	- To support the Contract Safeguards Officer in coordinating and implementing environmental and social safeguard activities across donor-funded projects - To work closely with the Principal Safeguards Officer, Project Management Division, consultants and contractors to ensure safeguard requirements of Development Partners and the Government of Samoa are fully met - Assist to undertake technical review of safeguards documentation and assist with monitoring compliance throughout project implementation.

Job Function	
1	Support the implementation and monitoring of compliance with Development Partner and Government of Samoa environmental and social safeguard requirements.
2	Assist in reviewing project safeguards documentation and coordinating actions required to maintain compliance with safeguard requirements
3	Other duties as directed by the Manager of Project Management Division

Responsibilities	
1	Assist the Contract Safeguards Officer in coordinating and reviewing environmental and social safeguards documents prepared by consultants, contractors and donor partners, while working closely with the Principal Safeguards Officer.
2	Support the Contract Safeguards Officer and Principal Safeguards Officer in coordinating safeguard approvals with Development Partners and relevant Government agencies
3	Monitor and support the implementation of environmental and social safeguards requirements in accordance with applicable Development Partner and Government of Samoa safeguards requirements, project management plans, and applicable project conditions
4	Maintain the grievance redress mechanism for donor-funded projects by recording and monitoring grievances, assisting with investigations, coordinating responses to Project Affected Persons, supporting the timely resolution of complaints, and maintaining and updating the grievance register
5	Coordinate and assist with stakeholder consultations, safeguards meetings, site inspections, and safeguards audits; maintain records, prepare reports, and coordinate follow-up actions with relevant stakeholders.
6	Maintain and update safeguards records, registers including grievances, permits, audit reports and corrective action report/register
7	Undertake any other works as directed by the Contract Safeguards Officer and Manager of Project Management Division

Selection Criteria		Essential - Desirable	Weighting
Qualification	A suitable diploma in Environmental, Science or a relative technical qualification from a recognized Institution	Essential	
Work Experience	Have at least 1 year of relevant experience in safeguards	Desirable	
Knowledge and Skills	A knowledge of development partners (i.e. World Bank) and GoS and donor Environmental and Social requirements and safeguards procedures	Essential	
	Competence in report writing, meeting presentation and communication skills	Essential	
	Competence in report Microsoft office software and MS Project software for project scheduling	Desirable	
	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	Willingness and ability to learn
7	Physically fit