Land Transport Authority Job Description

Date:	November 2026	**Position Title**	Junior Safeguards Officer
Division:	Project Management Division	**Classification Level**	G3/S1-G4/S7 $17,838.84- $28,545.89
Reporting Structure	Contract Safeguards Officer and Division Manager		
Work Closely with:	Project Management Division and safeguards team, project safeguards specialists, Project Contractors and relevant Government Agencies		

Primary Objective	
	• To support the Contract Safeguards Officer in ensuring smooth implementation of all safeguard's requirements across all donor-funded projects • To work together within the Project Management Division and with the appointed Project Consultants and contractors to ensure safeguards requirements are met • To support the Contract Safeguards Officer by reviewing and monitoring of environmental and social management plans throughout construction stages
Job Function	
1	Assist in reviewing, implementation of, and monitoring compliance with safeguards requirements
2	Assist with verification of all Project Safeguard Documents
3	Support environmental and social safeguards implementation and monitoring activities
4	Other duties as directed by the Manager of Project Management Division
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 Contract Safeguards Officer and Safeguards Specialists attached to each project in implementing and monitoring actions or following up approvals pertaining to the Land Acquisition process spearheaded by the Ministry of Lands and Survey.
3	Assist in carrying out site visits and field work activities such as census and socio-economic data gathering, Crop Counting, etc.; prior to commencement of any project construction works.
4	Monitor and assist with enforcement of safeguards measures stipulated in safeguards legislation framework or plans i.e PUMA Act, Environmental and Social Plan, Codes of Environmental Practice, Resettlement Plan, etc.
5	Assist in coordination and conducting of consultation with project affected people and communities
5	Assist with 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.
6	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 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	Aknowledge 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	Willingness and ability to learn
7	Physically fit