



Land Transport Authority (LTA)

Job Descriptions

<u>Job Title</u>	<u>Job Grade</u>	<u>Job Number</u>
Manager – Procurement and Programming	Level 2	PP01

<u>Location of Job</u>	<u>Number of Employees in Division</u>
LTA Office – Vaitele	about 12

Overall Purpose of the Job

To lead the national road network planning and design functions of the LTA to ensure development of optimum investment strategy, giving the community value for money, with environmental benefits from reduced operating costs and better resource utilization.

Reports to:

The General Manager for the effective and efficient strategic leadership and management of the Procurement and Programming Division to ensure the achievement and sustainability of the LTA's business goals and objectives.

Duties and Responsibilities

1. Lead the formulation and management of the annual process regarding the development, review and cost estimates and forecasts of the LTA National Road Programme (10 Year, 3-5 Year and Annual Plans) in accordance with Government policies and priorities.
2. Manage and oversee all work procurements including the development and implementation of environmental policies and procedures to assure LTA compliance with National environment legislation.
3. Co-ordinate the process and management of engineering services procurement including maintenance and development consultancy (when the need arises), and physical work contracts.
4. Manage and supervise the standards for tendering ensuring tender documents are aligned with specifications of National Road Programme intent , and that LTA commercial interests are safeguarded.
5. Lead and formulate the most effective strategy of managing and resourcing property acquisition and make necessary recommendation to the Management team.

6. Oversee the operation, utilization and continuous update of the Samoa Asset Management Systems (SAMS) ensuring that appropriate procedures for data collection and maintenance are in place.
7. Monitor the Division's financial position against contract budgets and ensure compliance with financial reporting systems.
8. Develop performance targets and indicators, in consultation with other LTA Managers, to enable effective monitoring against LTA agreed plans,
9. Formulate in collaboration with other Managers, and implement management strategies and practices that improve teamwork and create a motivational work environment that enhance employees' productivity and commitment.
10. Develop and implement a capability building strategy for Divisional employees so that they understand their roles and contributions to agreed LTA priorities and respond positively to internal customers.
11. Work collaboratively with the IT Manager to ensure the accuracy of procurement and programming data and information for better planning.
12. Co-ordinate the preparation of Corporate Plans to ensure the LTA is adequately resourced to meet its commitment in the NRP.
13. Represent the GM on Government committees and any other duty as directed.

Special Requirements of Job

Eg tools and equipments used, external contracts, furniture, vehicles etc.

Wage/Salary

\$80,000 per annum.

Bonus

Prepared by

General Manager

Date

19 November 2008

Competencies

Leadership
 Strategy
 People Management
 Goals and Achievements
 Planning and Implementation
 Holding Others Accountable
 Policy and Regulatory Metrics
 Relationship with external constituencies
 Financial Accountability
 Flexible/common sense
 Integrity

Selection Criteria

1. A degree with majors in civil engineering or equivalent from a recognized tertiary Institution. (Essential)
2. At least 3 years of experience at a senior management level. (Essential)
3. Proven relevant experience in procurement systems, programming and monitoring, procedural and policies enforcement. (Essential)
4. Demonstrated ability to perform critical analysis and initiate procurement and programming policy interventions and provide strategic advice to the General Manager procurement matters. (Essential)
5. Demonstrated ability to collaborate, network, negotiate and engage effectively with Divisional employees, Managers and with external stakeholders in issues pertaining to road use (Essential).
6. Demonstrated ability to formulate, manage and achieve planned outcomes with approved resources and within agreed timelines in accordance with acceptable quality and ethical standards. (Essential)
7. Should be computer literate and has proven experience in Microsoft office software and appropriate engineering database. (Essential)
8. Has sound knowledge of the following legislations;
 - LTA Act 2007
 - LTA Regulations
 - Public Finance Management Act 2001
 - Public Bodies Performance and Accountability Act 2001
 - Ministry of Works Act 2002
 - Labour and Employment Act 1972
 - Police Act