

## MWTI Job Description – 19 November 2008

<b><u>Job Title</u></b>	<b><u>Job Grade</u></b>	<b><u>Job Number</u></b>
ACEO – Transport Division	Level 2	
<b><u>Location of Job</u></b>	<b><u>Number of Employees in Division</u></b>	
Main Office Savalalo	3 to 4 employees	

### **Overall Purpose of the Job**

To ensure based on effective planning and quality management that established outputs and planned targets for all Land Transport objectives as set out in the Ministry's Corporate and Annual Management Plans are achieved, and in accordance with approved road quality and safety, and traffic engineering standards.

### **Reporting to:**

The Chief Executive Officer for the effective and efficient strategic leadership and management of the Land Transport Division to ensure the achievement and sustainability of the Ministry's sector-wide policies and regulatory objectives.

### **Duties and Responsibilities**

- 1 Lead and manage the work of the Land Transport Division efficiently and effectively utilizing resources to achieve Ministry's planned priorities.
- 2 Develop and implement management practices that contribute to effective teamwork, committed and motivated employees who will have the capacity to monitor performance against the Land Transport Division objectives.
- 3 Provide timely and informed policy advise to CEO, Minister and other stakeholders on all Land Transport matters and issues concerning the Ministry in accordance with relevant legislation and government policy.
- 4 Collaborate, network and consult stakeholders to identify land Transport strategic directions and policy aligning them with the SDS priorities for inclusion in the development of the LTA's National Road Programme.
- 5 Co-ordinate and facilitate Divisional plans and inputs for inclusion in the Ministry's Corporate Plan, Annual Management Plan and the Budget to ensure sufficient resource is allocated to fulfill its functions and objectives.
- 6 Develop, implement and maintain a comprehensive Land Transport Policy Framework for preparation, review and approval of NRPs submitted by the LTA.
- 7 Monitor and maintain Samoa's legislative and regulatory environment is synchronized

with regional and global protocols and conventions relating to land transport and infrastructure in compliance with reporting systems regarding development.

- 8 Promote and include in policy recommendations the need to streamline and simplify the regulatory environment for road users, contracting and service suppliers and the business community
- 9 Work collaboratively with the ACEO Planning and Policy and the LTA Management Team to ensure that the draft National Road Programme is aligned with the Ministry's strategic direction and Government priorities and constantly informed the CEO of LTA's performance and on major issues
- 10 . Monitor developments in the Land Transport sector at national, regional and global levels and adapt initiatives of relevance to Samoa. Share with Ministry Management on these trends and initiatives.
- 11 Identify the Division's priority budgetary requirements for preparation of submission stating clearly performance measures for improved monitoring and accountability reporting in accordance with MoF policies
- 12 Represent the CEO in Government committees and meetings as directed.

#### **Special Requirements of Job**

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

#### **Wage/Salary**

\$80,000 per annum.

#### **Prepared by**

Chief Executive Officer

#### **Date**

8 December 2008

#### **Competencies**

Leadership

Strategic and analytical

People Management

Policy and Regulatory Metrics

Relationship with external constituencies

Flexible/common sense/open minded

Integrity

Adaptable and reliable

Team player

#### **Selection Criteria**

1. A degree with majors in Civil Engineering, Transport Planning or Economics from a recognized tertiary Institution. (Essential)
2. At least 5 years of experience at a senior management level. (Essential)
3. Extensive 5 years of relevant experience in land transport operations or planning and policy. (Essential)
4. Demonstrated ability to perform critical analysis and initiate land transport policy interventions on the basis of principles of civil infrastructure planning and land transport operations. (Essential)
5. Demonstrated ability to collaborate, network, negotiate and engage effectively with Ministry employees, ACEOs with external stakeholders in issues pertaining to Land Transport.(Essential)
6. Demonstrated ability to manage projects finances including cash flow forecasting and management of the Division planned outcomes within approved resources, agreed timelines in accordance with acceptable quality and ethical standards. (Essential)
7. Demonstrated ability to interpret and understand contractual obligations of parties to an engineering contract and ensure that contracts protect the interests of the Government of Samoa. (Essential)
8. Should be computer literate and has proven experience in Microsoft office software and other appropriate engineering database. (Essential)
9. Has attended some short courses or possess formal qualification in Management (Desirable)
10. Has sound knowledge of the following legislations; (Essential)

Ministry of Works Act 2002

LTA Act 2007

Public Finance Management Act 2001

Public Bodies Performance and Accountability Act 2001

Public Service Commission Act 2004

Labour and Employment Act 1972

Police Services Act 1977

Road Traffic Ordinance 1960 (Part IV)

Road Transport and Traffic Control Act 1990

Road Traffic orders 1994

Ministerial and departmental Act 2003