

## 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 – Policy and Planning	Level 2	
<b><u>Location of Job</u></b>	<b><u>Number of Employees in Division</u></b>	
MWTI Office – Savalalo	possibly 4	

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

To provide the highest quality transport and infrastructure sector strategic policy advice and plans to the MWTI and Government in a timely manner. This includes ensuring that the advice provided is informed by comprehensive research, analysis and consultation, and is integrated – providing a detailed understanding of the implications and benefits of policy and plan options available.

**Reporting to:** The Chief Executive Officer for the effective and efficient leadership and management of policy and planning activities and assets of the 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 development of a co-ordinated and integrated National Transport Policy and Strategy shaped by operational needs and constraints and are aligned with the Government’s Strategy for the Development of Samoa.
2. Provide a whole-of-Ministry perspective in advice and strategic solutions to cross-sector and sector-wide issues or concerns raised by internal and external stakeholders.
3. Provide sound and logical knowledge basis for National Transport policy advice based on comprehensive analysis and research work, consultation and collaboration, utilizing robust methods of analysis and monitoring.
4. Establish, engage and maintain a network of professional affiliations within Samoa, regional and international that facilitates access to relevant knowledge, innovative ideas and trends, and industry related developments.
5. Familiarise with the Ministry mandates, policies and plans, and provide quality and timely advice to the CEO, Minister and Cabinet when required on issues pertaining to the Ministry and its functions.
6. Lead and facilitate a whole-of-Ministry approach and perspective in promoting Ministry’s policy and responding to enquiries from internal and external stakeholders.
7. Lead and provide technical and professional advice to assist in strengthening the quality of policy development and work undertaken in the Ministry.

8. Develop in collaboration with other ACEOs, and implement management strategies and practices that improve teamwork and create a motivational work environment that enhance employees' productivity and commitment.
9. Co-ordinate and facilitate Divisional plans to ensure the achievement of planned targets corresponding to objectives and strategies in the Corporate Plan, Strategic Annual Management Plan and the Annual Budget.
10. Enhance the skills of the Ministry's employees doing policy and research through coaching, mentoring and involvement in other capability building activities.
11. Co-ordinate and facilitate the development and updating of the Ministry's Corporate Plan urging appropriate inputs from all other ACEOs so that the Plan is published on time and in accordance with government reporting systems.
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  
Financial Accountability  
Flexible/common sense/open minded  
Integrity  
Adaptable and reliable  
Team player

## **Selection Criteria**

1. Must have a degree with majors in either Management (Planning and Policy emphasis), Public Policy, Economics and/or Administration from a recognized tertiary Institution. (Essential)
2. At least 3 years of experience at a senior management level. (Essential)
3. Demonstrated ability to perform critical analysis and initiate policy interventions, carry out comprehensive research and provide strategic advice to the CEO on any issue relating to the Ministry's functions. (Essential)
4. Demonstrated ability to collaborate, network, negotiate and engage effectively with Divisional employees, ACEOs and with external stakeholders in developing and analyzing policy in the transport sector. (Essential)
5. Demonstrated ability to lead, manage and achieve planned outcomes with approved resources and within agreed timelines in accordance with acceptable professional and ethical standards. (Essential)
6. Demonstrated ability in project and programme management which enable the articulation of clear project purpose and outcomes and delivery under time constraints.
7. Should be computer literate and has proven experience in Microsoft Office software, any other relevant database etc. (Essential)
8. Knowledgeable of the Government machinery its structures, processes and reporting regimes.
9. Has sound knowledge of the following legislations; (Essential)
  - Public Finance Management Act 2001
  - Public Bodies Performance and Accountability Act 2001
  - Ministry of Works Act 2002
  - Public Service Act 2004
  - LTA Act 2007
  - Labour and Employment Act 1972
  - Police Service Act 1977
  - Ports Authority Act 1998
  - Shipping Act 1998
  - Civil Aviation Act 1998
  - Airport Authority Act 1984
  - Planning and Urban Management Act 2004
  - Ministerial and Departmental Arrangement Act 2003

**Job Title**

ACEO – Transport Division

**Job Grade**

Level 2

**Job Number****Location of Job**

Main Office Savalalo

**Number of Employees in Division**

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

