



## GOVERNMENT OF SAMOA

### MINISTRY OF WORKS, TRANSPORT AND INFRASTRUCTURE

#### ASSET MANAGEMENT BUILDING DIVISION

### Job Description

| <u>Job Title</u>                 | <u>Job Grade</u> | <u>Job Number</u> |
|----------------------------------|------------------|-------------------|
| Principal Building Works Officer | SpGr2 \$40,352pa | WI00 3020         |

#### Location of Job

MWTI Office, Savalalo

#### Overall Purpose of Job

To efficiently manage the Government Housing Compounds and all Building assets MWTI<sup>1</sup> is responsible for through contracting out maintenance services by performing the following duties personally or through responsible staff member.

**Reports to:** Assistant CEO- Asset Management Building

#### Duties and Responsibilities

1. Oversee Government Housing Compounds and all Government Building assets the Ministry is responsible for.
2. Ensure proper maintenance and security of all Government Housing properties and provide advice where necessary.
3. Prepare and implement an annual Maintenance Workplan and medium term Schedule of Work and provide accompanying budget for routine and emergency maintenance work for Government Houses.
4. Prepare Costings, Contract documentation, invite Tenders and Contract out all routine maintenance and emergency work - Carpentry, Plumbing and Electrical; Grounds and Security work. Assist in preparing tender evaluation reports.
5. Specifications for routine maintenance and emergency work to be in accordance with the Samoa National Building Code 1992 and Ministry of Works Acts 2002.
6. Implement schedule of work and emergency repairs in accordance with budget.
7. Maintain and Update the Asset Register in collaboration with the Finance Section.

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<sup>1</sup> This includes approximately 90 Government houses, Head of States Residences, MWTI central office buildings

8. Assist Secretary to the Government Housing Committee with preparing, distributing and presenting the agenda at monthly meetings.

9. Manage accessible files of all Government Housing correspondence and relevant tenancy issues.

10. Co-ordinate, monitor and supervise all Service Contractors – Carpentry, Plumbing and Electrical; Grounds and Security and provide advice where necessary.

11. Inspect work in progress, on completion and conducts post occupancy checks to ensure quality and other performance indicators are achieved.

12. Assess Contractor claims for progress payment and variations. Report on Contractor performance for future registration.

13. Compile and submit a monthly report to ACEO on section responsibilities.

**Special Requirements of Job:**

Office Computer, Photocopier, Scanner, Printer, Camera, telephone and fax machine

**Wage/Salary**

\$ 40,352/51,949 p.a

**Bonus**

**Prepared by:**

ACEO- Asset Management Building

**Date:**

7 April 2009

**Competencies**

1. Leadership
2. Ministry of Works Legislation and National Building Code
3. Government Housing Policy
4. People Management
5. Goals and Achievements
6. Planning and Implementation
7. Relationship with stakeholders
8. Prompt/Flexible/Common Sense
9. Integrity
10. Advance Computer Skills
11. Database Management
12. Time Management
13. Public Relation skills
14. Customer services skills
15. Contract Administration
16. Teamwork

**Selection Criteria**

**Experience**

1. Essential

3 years or more as a Contract Administrator or Project Manager in the Building Industry. Experience in a Building organisation.

2. Desirable

**Qualification**

Tertiary<sup>2</sup> qualifications in building  
Valid Samoan driver's licence

Selection Criteria

1. A recognized Building tertiary Qualification.(Essential)
2. Minimum of 3 years relevant experience in a Building Firm.(Essential)
3. Demonstrated ability to effectively plan a schedule of work and manage fixed resources especially financial, to achieve performance targets.(Essential)
4. Analyse problems, identify alternative solutions project consequences of proposed actions and implement recommendations in support of goals.(Essential)
5. Prepare contracts for building renovation, monitor contract progress and performance.(Essential)
6. Clearly communicate both orally and in writing in Samoan and English with contractors and government personnel particularly to explain specifications for building renovation.(Essential)
7. Supervise a variety of building inspection activities.(Essential)
8. Knowledge of National Building Code of Samoa.(Essential)
9. Provide cost estimates, develop technical specifications and architectural sketches for routine Maintenance.(Essential)
10. Provide regular and timely reports based on Ministry corporate plans.(Essential)
11. Current public sector reforms and their impact on the Ministry including the proposed Code of Conduct.(desirable)
12. Good Computer Skills in Word and Excel.(Essential)

Closing Date for all applications : 18<sup>th</sup> June 2010

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<sup>2</sup> Tertiary courses are post school courses which have a formal qualification and which are usually undertaken at SIT, NUS USP or other post school institutions overseas. They can be a certificate or a Diploma, a graduate degree or a post graduate degree