



<b>Position Title:</b>	Senior Sanitation Technical Officer
<b>Position Code:</b>	WI003104
<b>Reports to:</b>	ACEO Asset Management Building Division
<b>Division:</b>	Asset Management Building Division
<b>Location</b>	MWTI, TATTE Building Level 4
<b>Salary Grade</b>	A12 \$31,248 p.a

#### Ministry Overview

To establish, regulate, promote, and monitor transport and infrastructure legislations and policies to ensure safe, secure and viable transportation modes and infrastructure assets in Samoa.

#### Overview of Division

To ensure that all the building activities, structures and developments in Samoa are stable, sustainable, safe and in compliance with requirements of prevailing building codes and standards.

#### Purpose/Objective of Position

Inspects new and existing septic tanks and on-site sanitation systems in connection with building structures to enforce compliance with the National Building Code of Samoa.

#### Key Responsibilities

*Internal:*

Chief Executive Officer  
ACEO – Asset Management Building

*External:*

Government Ministries  
Public  
Commercial and Residential Owners

<b>Key Areas of Responsibilities</b>	<b>Performance Expectations/Deliverables</b>
<i>Undertake inspections of Septic Tanks and ensure they are compliant with the National Building Code</i>	<ol style="list-style-type: none"> <li>1. Ensure that infringement notices are issued non-compliant septic tanks and sanitation systems.</li> <li>2. Provide weekly reports and updated data on the inspected septic tanks and sanitation systems.</li> <li>3. Provide technical advice to building/septic tanks/sanitation system owners</li> </ol>
<i>Research and process technical and policy</i>	<ol style="list-style-type: none"> <li>1. Review and provide technical advice on sanitation policies and standards</li> </ol>

<i>solutions to Sanitation issues</i>	<ol style="list-style-type: none"> <li>2. Provide reports and updated data to the Water and Sanitation Sector and Sanitation subsector.</li> <li>3. Drafts, coordinates, and presents public awareness programs for the Ministry and Sanitation subsector</li> <li>4. Proposes budget requirements for Sanitation purposes.</li> </ol>
<i>Review Plans and Sanitation Projects for Commercial and Residential purposes</i>	<ol style="list-style-type: none"> <li>1. Review plans of on-site septic tanks and sanitation work projects in connection with commercial and residential buildings for compliance with National Building Code.</li> </ol>
<i>Provide reasonable technical advice and disseminate information of construction and maintenance of on-site sanitation systems</i>	<ol style="list-style-type: none"> <li>1. Provided advice and assist with dissemination of information to the public on correct construction, operation and maintenance of on-site sanitation systems and septic tanks</li> </ol>
<i>Represents the Ministry in all Sanitation Sub-sector Meetings</i>	<ol style="list-style-type: none"> <li>1. Represent the Ministry in professional and public meetings as required including meetings of Water Sector and Sanitation Projects and provide feedback to ACEO Building Division,</li> <li>2. Reports to the Sanitation Subsector on all Sanitation related activities with the Ministry.</li> </ol>

**Core Competencies**

*To effectively and efficiently perform in this role, you must possess/demonstrate the following competencies*

**Job Competency Descriptors**

	<i>Planning &amp; Organizational skills</i>	<ul style="list-style-type: none"> <li>• Must have the ability to read and review the services plans.</li> <li>• Able to accurately scope length and difficulty of tasks and projects, set objectives and goals, break down work processes, and monitor and evaluate results.</li> </ul>
	<i>Analytical &amp; Problem Solving</i>	<ul style="list-style-type: none"> <li>• Demonstrated ability to analyse problems, identify solutions and provide recommendations.</li> </ul>
	<i>Report Writing skills</i>	<ul style="list-style-type: none"> <li>• Must have a feasible knowledge in writing reports.</li> </ul>
	<i>Communication and Networking Skills</i>	<ul style="list-style-type: none"> <li>• Able to communicate with other work colleagues, professionals and public.</li> <li>• Must possess an excellent networking, interpersonal and building relationship skills</li> </ul>

<b>PERSONAL ATTRIBUTES</b>	<i>Values and Ethics</i>	<ul style="list-style-type: none"> <li>• Knowledge of the SPS Values and demonstrate excellent work ethics</li> <li>• Good understanding and knowledge of the Legislation and policies governing finance and administrative procedure</li> </ul>
	<i>Commitment and personal drive</i>	<ul style="list-style-type: none"> <li>• Flexibility</li> <li>• Openness to new ideas</li> <li>• Willingness to learn and self-develop</li> <li>• Innovative</li> <li>• Prompt, physically fit and healthy</li> </ul>
	<i>Integrity</i>	<ul style="list-style-type: none"> <li>• Acts with integrity at all times</li> <li>• Demonstrates precision in assigned work operations and decision making</li> <li>• Shows good attention and consistency in the execution of work</li> <li>• Punctual to work and all events expected to attend</li> </ul>
<b>EXPERIENCE</b>	<i>Experience, Knowledge and Past Work Performance</i>	<ul style="list-style-type: none"> <li>• Minimum of (2) two years of proven experience in technical capacity and office environment, enforcement and monitoring experience is an advantage</li> <li>• Must have a sound knowledge of the National Building Code of Samoa and the following legislations: MoW Act 2022, PSC Act 2004, PSC Regulations Act 2008</li> </ul>
<b>QUALIFICATION</b>	<i>Qualification</i>	<ul style="list-style-type: none"> <li>• Must have a Degree in Science and/or any other related fields from a recognized Tertiary institution.</li> </ul>