



MINISTRY OF WORKS, TRANSPORT & INFRASTRUCTURE

Position Title:	Civil Engineer – Roads and Infrastructure
Position Code:	WI003113
Reports to:	ACEO – Land Transport Division
Division:	Land Transport Division
Location	MWTI, TATTE Building Level 4
Salary Grade	A17 \$65,865

Ministry Overview

Pursuant to the *Ministry of Works Act 2002*, the Land Transport Division is responsible:

- to construct, maintain and manage the public assets to which the principle legislation of the Ministry applies.
- to prepare policies relating to the management of the public assets to which the principle legislation of the Ministry applies.
- to provide advice to the Minister and the Government in relation to the construction, maintenance, and management of the public assets to which the principle legislation of the Ministry applies.
- to exercise any of the powers relating to the public assets to which the principle legislation of the Ministry applies conferred upon the Ministry any of its officers by this principle legislation, or by any other law.
- to exercise any of the powers relating to planning and urban management as provided by Part VI of the *MoW Act 2002*.

Overview of Division

To establish, maintain and implement through a policy framework for land transport that enables a safe, efficient and effective national road drainage network for Samoa.

The division by default currently also facilitates the implementation of some orphan infrastructure not under the mandate of other technical agencies.

Purpose/Objective of Position

This position is based in the technical unit of the Land Transport (& Infrastructure) division of MWTI. It will primarily lead in assisting the division with its core functions and provide technical/engineering advice towards facilitation of the Ministry's roles as a regulator and a planner, and in special instances, the implementation and/or project management of selected infrastructure projects.

The position will extend its administrative roles in providing hands on project management and application of engineering design and analysis for specific projects for which the Ministry is tasked as the lead

Key Responsibilities

Responsible to: ACEO: Land Transport Division

Responsible for: N/A

Functional Relationship:

Internal:

Chief Executive Officer
Assistant Chief Executive Officer- LTD
Technical and Policy teams, LTD
Other divisions and staff, MWTI

External:

Key/relevant Stakeholders and Clients
Land Transport Authority
Infrastructure Sector Agencies
(e.g specific Project Steering Committees for various projects involving MWTI, National Road Safety Committee, Flood Mitigation & Drainage Subsector committee

Key Areas of Responsibilities	Performance Expectations/Deliverables
<i>Oversight deliverables Quality Control and Assurance</i>	<ol style="list-style-type: none">1. Assist the Ministry in the development and review of all design standards and procedures for quality control and assurance for all identified projects/infrastructure the Ministry leads2. Review blue prints, plans and change orders to verify structural integrity of materials and designs, and perform complex calculations and use modelling methods to ensure correct results3. Represent the Ministry in initial planning and bidding processes, technical evaluations including reviewing environmental factors, construction procurements and cost of benefits analysis4. Maintain and implement an established framework/system including procedures and processes, for monitoring and evaluation of compliance of agencies, operators and conductors, in the land transport subsector and others as directed5. Carry out technical inspections/site investigations for all roads and other orphan structures and conduct testing as required for regulatory and monitoring and evaluation purposes of the Ministry
<i>Civil Structural design and engineering (Performance measures)</i>	<ol style="list-style-type: none">1. Ascertain ability to design structural/technical components for large-scales projects, topographical maps, zoning restrictions and client requirements2. Provide research, design and analysis inputs for assigned ministry projects or in the review of civil/structural constructions under ministry oversight

		<ol style="list-style-type: none"> 3. Carry out or review civil/structural designed and analysis against governing codes and standards 4. Develop Project Cost Estimates for delegated government projects
	<i>Project Management & Supervision</i>	<ol style="list-style-type: none"> 1. Lead Ministry with overall project management including, planning, distributing resources, time management, risk management, creating benchmarks, managing staff, and managing relationships with key stakeholders 2. Create and present engineering overviews for upcoming projects and develop reports that include technical details for engineers as well as big picture analysis and cost estimate for project managers and executives 3. Lead the monitoring and supervision of all roads and related construction works including quantity measurement, quality variation and payments management 4. Supervision of the contractors in the implantation of the work to ensure contractors comply with works specifications
	<i>Provision of Technical support and cost-effective solutions</i>	<ol style="list-style-type: none"> 1. Use AutoCAD and other drafting software programs to create 2D designs documents and 3D models for individual components and overall plans according to client needs and project requirement for deliverables 2. Prepare documentation for private and government clients covering projects plans and progress change orders, environment impact findings, ownership transfers and other relevant information
	<i>Other Activities</i>	<ol style="list-style-type: none"> 1. Represent the Ministry in Tender Evaluations 2. Undertake other activities as delegated ACEO
Core Competencies		
<i>To effectively and efficiently perform in this role, you must possess/demonstrate the following competencies</i>		
Job Competency Descriptors		
SKILLS & ABILITIES	<i>Leadership & Decision-Making Skills.</i>	<ul style="list-style-type: none"> • Be able to balance multiple and frequently conflicting objectives, such as determining the feasibility of plans with regard to financial costs and safety concerns • Take ultimate responsibility for the projects or research that they perform. Therefore, they must be able to lead surveyors, construction managers, civil engineering technicians, and others to implement their project plan

		<ul style="list-style-type: none"> • Able to inspire a strong desire to succeed among team members and steer others towards a positive attitude to work projects you lead
	<i>Proficient with AutoCAD</i>	<ul style="list-style-type: none"> • Have the ability to use the principals of calculus, trigonometry and other software programs for analysis, design and troubleshooting in their work
	<i>Planning & Organizational skills</i>	<ul style="list-style-type: none"> • Only licensed civil engineers can sign the design documents for infrastructure projects. This makes it imperative that civil engineers be able to monitor and evaluate the work at the job site as a project progresses to assure compliance with design documents. • You accurately scope length and difficulty of task and projects, set objective and goals, break down work processes, and monitor and evaluate results
	<i>Decisive with Excellent critical Thinking Skills</i>	<ul style="list-style-type: none"> • Able to work at the highest level of planning, design, construction, and operation of multi-faceted projects or research with many variables that require the ability to evaluate and resolve complex issues • Excellent analytical and research skills
	<i>Problem Solving Skills</i>	<ul style="list-style-type: none"> • Demonstrate an open minded attitude when assessing a wide range of issues and impacts within a defined context • Understand theoretical side of matters and application in practical situations on arising issues where relevant • Undertakes impartial research and being able to apply analytical strategies to problem solving
	<i>Building Relationships</i>	<ul style="list-style-type: none"> • Client focused, understands, facilitates and commits to effective service delivery • Supports and sustains relationships within the organization and across the public service • Supports teamwork and building relationships through constant knowledge, sharing, discussion and idea of authorized information with clients and wider public
PERSO NAL ATTITUDE	<i>Samoa Public Service Values</i>	<ul style="list-style-type: none"> • Familiar with the code of conduct • Role models the SPS values of honesty imparity, service, respect, transparency, accountability, efficiently and effectiveness

	<i>Commitment and personal drive</i>	<ul style="list-style-type: none"> • Loyalty to the organization. • Physically fitness and in good health to carry out the expected duties and responsibilities • Prudent with use of resources
	<i>Integrity</i>	<ul style="list-style-type: none"> • Must understand the Public service Code of Ethics and Conduct • Punctuality and Honesty • Prudent with use of resources • Ability to work unsupervised or self-directed • Efficient and Effective with carrying out assigned work
EXPERIENCE	<i>Experience, Knowledge and Past Work Performance</i>	<ul style="list-style-type: none"> • Minimum of 4 years relevant experience in civil engineering and other related field • Sound Knowledge in civil engineering and standards, codes and practice
QUALIFICATION	<i>Qualification</i>	<ul style="list-style-type: none"> • A bachelor in Engineering (Hons) in a related discipline, from a recognised Tertiary Institution. • Chartered Professional Engineer (CPEng) will be an advantage but no essential



Job Application Form

Form 2

Form must be completed by Applicant

Section 1: Position Details

<i>Ministry</i> MWTI	<i>Section</i> LAND TRANSPORT DIVISION	<i>Location</i> TATTE BUILDING, LEVEL4, SOGI	
<i>Position Code</i> WI003113	<i>Title</i> CIVIL ENGINEER - ROADS and INFRASTRUCTURE	<i>Supervisor Position Code</i> WI003045	
		<i>Salary Grade</i> A17	<i>Salary Rate</i> \$65,869

Section 2: Personal Details

<i>First Name:</i>	<i>Last Name:</i>	<i>Other Names:</i>
<i>Gender:</i>	<i>Date of Birth:</i>	<i>NPF No:</i>
<i>Marital Status:</i>	<i>Physical Address (1):</i>	<i>Physical Address (2):</i>
<i>Post Code:</i>	<i>Phone No (1):</i>	<i>Phone No (2):</i>
<i>e-Mail:</i>	<i>Facsimile:</i>	

Section 3: Education Details

Most recent qualification	Major Area of Study	Institution Attended	Date Started	Year Graduated

Section 4: Training History

Courses Relevant to Selection Criteria ONLY	Institution/Country	Dates

Section 5: Employment History

Current / Most recent Position

<i>Employer's Name</i>	<i>Date</i>	<i>Duration</i>
<i>Position Title</i>		<i>Number of Staff:</i>
<i>Main Responsibilities</i>		

Next previous position

<i>Employer's Name</i>	<i>Date</i>	<i>Duration</i>
<i>Position Title</i>		<i>Number of Staff:</i>
<i>Main Responsibilities</i>		

Next previous position

<i>Employer's Name</i>	<i>Date</i>	<i>Duration</i>
<i>Position Title</i>		<i>Number of Staff :</i>
<i>Main Responsibilities</i>		

Next previous position

<i>Employer's Name</i>	<i>Date</i>	<i>Duration</i>
<i>Position Title</i>		<i>Number of Staff:</i>
<i>Main Responsibilities</i>		

Section 6: Selection Criteria

Based on an analysis of the duties of this position as determined by the Manger responsible, set out below are the criteria that will be used in assessing the suitability of each Applicant for the position. Please address each selection criteria on a separate sheet and attach to this form.

It is the Applicant's responsibility to:

1. Indicate aspects of their work experience which indicate their ability to satisfy each Merit Factor in executing the duties specified in the Job Description.
2. Complete this information in a true and accurate way (failure to do so will disqualify the Applicant); and
3. Supply supporting documentation should they be called for short-listed interviews.

Note: If you feel the need to supply additional arguments to support your fulfilment of the selection criteria listed below then please attach that information to this application form.

MERIT FACTORS :

1. Skills and Abilities (refer to JD for full details)

Leadership and Decision-Making skills, Proficient with AutoCAD, Planning & Organisational skills projects, Decisive with excellent critical thinking skills, Problem Solving, Building Relationships.

2. Personal Attributes (refer to JD for full details)

Samoa Public Service Values, Commitment and personal drive, Integrity.

3.1 Experience (refer to JD for full details)**3.2 Pas Work Performance**

Minimum of 4 years relevant experience in civil engineering and other related field.
Sound knowledge in civil engineering and standards, codes and practice.

5. Qualification (refer to JD for full details)

A Bachelor in Engineering (Hons) in a related discipline, from a recognized Tertiary Institution.
Chartered Professional Engineer (CPEng) will be an advantage but not essential

Section 7: Computer Skills and Competency

Indicate competency level for each Application

Competency Level code: 1= no knowledge; 2= basic knowledge; 3= good knowledge; 4= strong/advanced capabilities

Main Applications	Competency level:	Other Systems	Competency level:
Ms Word		Ms Access	
Ms Excel		Other (specify)	
Ms Powerpoint		Other (specify)	
E-mail		Other (specify)	

Section 8: Knowledge of Languages

For languages other than your mother tongue, enter appropriate number from code below to indicate level of your language skills

CODE

- Limited conversation, reading of newspapers, routine correspondence
- Engage freely in discussions, read write more difficult materi
- Speak, read and write (nearly) as well as mother tongue.

Indicate your mother tongue by ticking a box below	Speak	Read	Write
Samoan			
English			
Other (specify)			

Section 9: Discipline Records Check

Do you have a discipline record; any criminal convictions; or any current legal proceedings against you? (Please TICK the appropriate box)

No

Yes

IF Yes, Please provide details on a separate piece of paper in a sealed envelope and attach it to this form. This information will be kept confidential and only be seen by the Assessment Committee.

Section 10: Declaration of Referees

Please note that you need to declare addresses and contact numbers of three referees.

Referee Name	Designation	Address/Contact Numbers
1.		
2.		
3.		

Section 11: Declaration of Close Relations

Do you have a close relation (family ties) to an individual(s) currently employed anywhere in the Ministry to which you are applying? (Please TICK the appropriate box)

No

Yes

If YES, please provide name(s) of your relation(s) and state nature of relationship

Section 12: Community Status

Outside the work environment, do you hold any positions (including matai titles) associated with community services, and if so, please list:

Section 13: Certification And Authorisation

I hereby certify that the information given in my application is true and correct. I also acknowledge that if I am appointed on the basis of any false information that I provide my appointment will be revoked. I also authorise the Department to undertake any necessary checks to confirm the information provided by me.

Signature	Date
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Applicant Statistics Form

This form is specifically for the use of gathering statistics.

Position Details – please provide the details of the vacancy you are applying for:

Ministry/Office	<input type="text" value="MWTI"/>
Position Title	<input type="text" value="CIVIL ENGINEER - ROADS and INFRASTRUCTURE"/>
Position Code	<input type="text" value="WI003113"/>

Demographics – please tick the appropriate box:

Gender	<input type="checkbox"/> Female	<input type="checkbox"/> Male	
Nationality	<input type="checkbox"/> Other	<input type="checkbox"/> Other (please specify)	<input type="text"/>

Current Employment Status – please tick the appropriate box that describes your current employment status

<input type="checkbox"/> Internal (Same Ministry)	<input type="checkbox"/> Other Public Service/Government Ministries/Office	<input type="checkbox"/> Employed in SOE/Public Bodies	<input type="checkbox"/> Employed in Private Sector	
<input type="checkbox"/> NGOs	<input type="checkbox"/> Not Employed	<input type="checkbox"/> Self Employed	<input type="checkbox"/> Studying	<input type="checkbox"/> Overseas

Finding out about the vacancy – please tick the appropriate box to show how you found out about this vacancy?

<input type="checkbox"/> PSC Website	
<input type="checkbox"/> Ministry Website (please specify)	<input type="text"/>
<input type="checkbox"/> Local Paper (please specify)	<input type="text"/>
<input type="checkbox"/> PSC/Ministry Noticeboard (please specify)	<input type="text"/>
<input type="checkbox"/> Word of mouth/Friends/Family Member	
<input type="checkbox"/> Other (please specify)	<input type="text"/>

Please tick this box to allow us to contact you in the future for feedback/suggestions about our Recruitment and Selection process.

Confirmation of Receipt

Please complete the section below. Our Organisation has received your Application Form we will stamped with the date your application is received and sent back to you as confirmation of receipt. Applications sent by email will be acknowledged by email

Position Title:	<input type="text" value="CIVIL ENGINEER - ROADS and INFRASTRUCTURE"/>	Position Code:	<input type="text" value="WI003113"/>
Name:	<input type="text"/>	Date Received	<input type="text"/>
		Email/Postal Address	<input type="text"/>