



## MINISTRY OF WORKS, TRANSPORT & INFRASTRUCTURE

<b>Position Title:</b>	Road Safety Officer
<b>Position Code:</b>	WI003084
<b>Reports to:</b>	ACEO – Land Transport Division
<b>Division:</b>	Land Transport Division
<b>Location</b>	Apia, Sogi
<b>Salary Grade</b>	A10 \$26,756 p.a

### 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

To assist in the formulation and implementation of transport and infrastructure sector strategic Policy and Planning on a timely manner by conducting comprehensive research, analysis and consultation process

### Key Responsibilities

Responsible to: ACEO: Land Transport Division

Responsible for: N/A

Functional Relationship:

Internal:

Chief Executive Officer

Assistant Chief Executive Officer - LTD

External:

Key / relevant Stakeholders and Clients

<b>Key Areas of Responsibilities</b>	<b>Performance Expectations/Deliverables</b>
<b><i>Road Safety Awareness</i></b>	<ul style="list-style-type: none"> <li>• Assist the Principal Officer in the development, implementation and monitoring of a structure road safety awareness and education</li> <li>• Assist the Principal Officer to prepare the Road Safety Action Plan</li> <li>• Prepare written proposals as necessary and maintain records of actions and activities</li> </ul>
<b><i>Policy Advice Research and Analysis</i></b>	<ul style="list-style-type: none"> <li>• Assist in collecting and analyzing of records of all road crashes in Samoa</li> <li>• Prepare reports to the ACEO through the Principal Officer with regards to the road safety compliance monitoring visits</li> <li>• Maintain contacts with other relevant stakeholders and liaise with staff of other Ministries, Authorities on road safety and awareness programs</li> </ul>
<b><i>Facilitation and Coordination</i></b>	<ul style="list-style-type: none"> <li>• Liaise closely with LTA on any urgent and serious matters that need to be resolved immediately for public safety on the road</li> <li>• Provide reports to the ACEO Land Transport Division and the National Road Safety Committee Support ( NRSC) as directed</li> </ul>
<b><i>Divisional Support</i></b>	<ul style="list-style-type: none"> <li>• Attend National road Safety Committee meeting and take minutes meetings when required</li> </ul>

### **Core Competencies**

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

#### **Job Competency Descriptors**

<b>SKILLS &amp; ABILITIES</b>	<b><i>Communication Skills</i></b>	<ul style="list-style-type: none"> <li>• Must be able to communicate clearly and fluently in both Samoan and English</li> <li>•</li> <li>• Must have good planning, research and information analysis skills</li> <li>• Must have good public relation and communication skills</li> </ul>
	<b><i>Strategic and Analytical</i></b>	<ul style="list-style-type: none"> <li>• Able to conduct research and analyse problems, identify alternatives solutions project consequences of proposed actions and implement recommendation in support of goals</li> <li>• Demonstrate ability to analyse problems, identify alternative solutions project consequences of proposed actions and implementing recommendations</li> </ul>
	<b><i>Information Technology</i></b>	<ul style="list-style-type: none"> <li>• Must have excellent computer skills in Microsoft Office Program (Word, Excel, Outlook) and database etc..</li> <li>• Must computer literate and has proven experience in Microsoft Office software, any other relevant database etc</li> </ul>

	<i>Achieves and Delivers Results</i>	<ul style="list-style-type: none"> <li>All tasks must be completed within as a specified frame as approved by immediate supervisor and must exhibit punctuality and effective time management</li> </ul>
	<i>Problem Solving</i>	<ul style="list-style-type: none"> <li>Demonstrate an open minded attitude when accessing a wide range of issue and impact within a defined context</li> <li>Understands the theoretical side of matters and application in practical situations on arising issues where relevant</li> <li>Undertakes impartial research and being able to apply analytical thinking assessing the pros and cons of a situation based on documented evidence</li> </ul>
	<i>Building Relationship</i>	<ul style="list-style-type: none"> <li>Client focused, understands, facilitates and commits to effective service delivery</li> <li>Support and Sustains relationships within the organization and across the public service</li> <li>Supports team work and building relationships through constant knowledge, sharing, discussion and ideas of authorized information with client and the wider public</li> </ul>
<b>PERSONAL ATTRIBUTES</b>	<i>Samoa Public Service Values</i>	<ul style="list-style-type: none"> <li>Familiar Code of conduct</li> <li>Role Models the SPS Values of honesty impartiality, service, respect, transparency, accountability, efficiently and effectiveness</li> </ul>
	<i>Commitment and Personal Drive</i>	<ul style="list-style-type: none"> <li>Loyalty to the organization</li> <li>Role models the SPS Values of honesty impartiality, service, respect, transparency, accountability, efficiently and effectiveness</li> </ul>
	<i>Integrity</i>	<ul style="list-style-type: none"> <li>Honesty</li> <li>Respect</li> </ul>
<b>EXPERIENCE AND PAST WORK PERFORMANCE</b>	<i>Experience, Knowledge and Past work Performance</i>	<ul style="list-style-type: none"> <li>Must understand the Public Service code of Ethics and Conduct</li> <li>At least two (2) years of relevant experience in a related field</li> </ul>
<b>QUALIFICATION</b>	<i>Qualification</i>	A minimum Degree in Civil Engineering and / or any other related fields from a recognized Tertiary Institutions



# 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, 4th Floor	
<i>Position Code</i> WI003084	<i>Title</i> Road Safety Officer	<i>Supervisor Position Code</i> WI003045	
		<i>Salary Grade</i> A10	<i>Salary Rate</i> \$26,756 p.a

### 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)**

Communication Skills, Startegic and Analytical Skills, Information Technology, Achieves and Delivers Results, Problem Solving Skills, Building Relationship Skills

**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**

Must understand the Public Service code of ethics and conduct, At least two (2) years of relevant experience in a related field

**5. Qualification (refer to JD for full details)**

A minimum Degree in Civil Engineering and / or any other related fields from a recognized Tertiary Institutions

**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.

**Section10: 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="Road Safety Officer"/>
Position Code	<input type="text" value="WI003084"/>

## 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.

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## 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="Road Safety Officer"/>	Position Code:	<input type="text" value="WI003084"/>
Name:	<input type="text"/>	Date Received	<input type="text"/>
		Email/Postal Address	<input type="text"/>