



GOVERNMENT OF SAMOA  
**MINISTRY OF WORKS, TRANSPORT & INFRASTRUCTURE**

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**Job Description**

**Position Title:** *Sustainable Development Officer*  
**Division/Section:** *Planning and Urban Management Agency (CME Section)*  
**Salary Grade:** *A10 \$26,756 p.a.*  
**Position Code:** *WI003138*  
**Supervisor Code:** *WI003123*  
**Location:** *Level 1, TATTE, Building*  
**Date:** *13<sup>th</sup> May 2024*

**Overview of Ministry**

The core purpose of the Ministry of Works Transport and Infrastructure is to plan, regulate and monitor developments including transport and infrastructure through its existing legislations and policies to ensure safe, secure and viable transportation modes and infrastructure assets in Samoa. More information can be found on our website at [www.mwti.gov.ws](http://www.mwti.gov.ws)

To manage sustainable planning and development services and outcomes through the implementation of the Planning and Urban Management Act.

**Purpose of Position**

To assist the Principal Compliance Monitoring and Enforcement Officer in administering the Agency's responsibilities under the Planning and Urban Management Act 2004, including proactive and reactive enforcement actions, compliance monitoring, as well as responding to public enquiries.

**Key Responsibilities**

**Responsible to:** Directly to the Principal Compliance Monitoring and Enforcement Officer and ultimately to the Assistant Chief Executive Officer (ACEO).

**Responsible for:** *N/A*

**Functional relationships:**

*Internal:* Divisions of MWTI  
Relevant Ministries, Agencies, Corporations and Organisations

*External:* Communities/Public

<i>Key Areas of Responsibility</i>	<i>Performance Expectations/Deliverables</i>
<b>Monitoring and Evaluation</b>	<ul style="list-style-type: none"> <li>• Receives, registers, investigates and carries out follow-up procedures on Development Complaints and Stop Orders issued by the Agency.</li> <li>• Monitor and inspect community developments for legal compliance in accordance to the PUM Act 2004.</li> <li>• Assist with the preparation of Briefs of Evidences (BOE) for legal enforcement matters.</li> <li>• Provide reports on a regular basis, and as directed or requested by the Principal Compliance Monitoring and Enforcement Officer for update of work operation and progress.</li> <li>• Assist with the preparation of Compliance, Monitoring and Enforcement Planner's Reports for the Planning and Urban Management Board</li> </ul>
<b>Coordination &amp; Facilitation</b>	<ul style="list-style-type: none"> <li>• Assist with mediation meetings with complainants and alleged offenders pertaining to a breach of any aspects of the Act.</li> <li>• Assist in the coordination and facilitation of Development Technical Design Reviews.</li> <li>• Assist in the coordination of inter-agency joint inspections with Relevant Authorities.</li> <li>• Assist in communication and coordination with external partners (Ministries/Development Partners/consultants/private sector/communities) regarding development applications and social and environmental safeguard matters.</li> </ul>
<b>Public Awareness</b>	<ul style="list-style-type: none"> <li>• Build community capacity in planning and urban management and associated issues through implementation of awareness and education activities.</li> <li>• Facilitate communication with community leaders when undertaking consultations, site inspections, following-up and to gather evidence relating to issues regarding planning, developments and complaints.</li> <li>• Assist in community awareness programmes, specifically on the Agency's Compliance, Monitoring and Enforcement (CME) Section activities and as directed by the Principal Officer.</li> </ul>
<b>Administrative Role &amp; Data Management</b>	<ul style="list-style-type: none"> <li>• Maintain and update the Agency's Compliance Monitoring and Enforcement database.</li> <li>• Digitise (enter and update register) the Agency's Compliance Monitoring and Enforcement records.</li> <li>• Digitise (scanning) and maintain the Agency's electronic file storage of approved DCA files.</li> <li>• Contribute when opportunity is provided to be involved in multi-disciplinary teams.</li> <li>• Undertake duties as and when directed by the Principal Officer and ACEO.</li> </ul>

<b>Core Competencies/ Selection Criteria</b>
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<b>Skills &amp; Abilities:</b>	
<b>Problem Solving and Analytical Skills</b>	<ul style="list-style-type: none"> <li>• Must have good planning, research and information analysis skills (Essential).</li> <li>• Ability to empathise public concerns regarding land use, development and land tenure matters as well as ability to mediate on land use and development disputes (Essential).</li> <li>• Confidence and ability to make justifiable decisions and be accountable for them.</li> </ul>
<b>Coordination, communication &amp; Presentation Skills</b>	<ul style="list-style-type: none"> <li>• Demonstrates ability to communicate clearly and fluently in both English and Samoan (Essential).</li> <li>• Demonstrates ability to write reports, prepare presentations and draft letter correspondences in Samoan and English (Essential).</li> <li>• Demonstrates excellent command of the Samoan Orator (Gagana Faa-failauga) (Desirable).</li> </ul>
<b>Information Technology</b>	<ul style="list-style-type: none"> <li>• Must be computer literate and has proven experience in Microsoft Office software, any other relevant database (Essential).</li> <li>• Experience working with maps and mapping applications (GIS), handheld GPS and measuring tape (Desirable).</li> </ul>
<b>Achieves &amp; Delivers Results</b>	<ul style="list-style-type: none"> <li>• Demonstrates effective time management skills.</li> <li>• Demonstrates the ability to work under pressure and complete tasks within a specified timeframe.</li> </ul>
<b>Building Relationships</b>	<ul style="list-style-type: none"> <li>• Ability to form and maintain constructive working relationships with members of the community, colleagues, and other stakeholders.</li> <li>• Approachable, open-minded and confident.</li> </ul>
<b>Personal Attributes:</b>	
<b>Commitment &amp; Drive</b>	<ul style="list-style-type: none"> <li>• Demonstrated commitment for on-going improvement in customer service and work quality.</li> <li>• Responds positively to new opportunities, adapts and is productive in seeking solutions and process improvements.</li> <li>• Positive attitude.</li> <li>• Disposition to work with colleagues as a member of the team.</li> </ul>
<b>Integrity &amp; Honesty</b>	<ul style="list-style-type: none"> <li>• Upholds the values and principles outlined in the Public Service Commission's Code of Conduct.</li> </ul>
<b>Experience &amp; Past Work Experience</b>	
<b>As per Job Requirements</b>	<ul style="list-style-type: none"> <li>• Must be experienced in working with Microsoft software, specifically, Ms. Teams, Access, Excel and Word (Essential).</li> <li>• Must have sound knowledge of the Planning and Urban Management Act 2004 (Desirable).</li> <li>• Demonstrates a good knowledge of Samoa's planning system and basic planning legislation (Desirable)</li> <li>• Experience working with external stakeholders and communities (Desirable)</li> </ul>
<b>Qualification</b>	
<b>As per Job Requirements</b>	<ul style="list-style-type: none"> <li>• Bachelor's degree in Urban and Rural Planning, Environmental Studies or related field (Essential).</li> <li>• Short Term/Capacity Building Trainings and Workshops attended and certified for (Desirable)</li> <li>• Holds a matai title (Desirable).</li> <li>• Holds a valid driver's licence and able to drive a manual vehicle (Desirable).</li> </ul>



# Job Application Form

## Form 2

Form must be completed by Applicant

### Section 1: Position Details

<i>Ministry</i> MWTI	<i>Section</i> PLANNING URBAN MANAGEMENT AGENCY	<i>Location</i> TATTE, Building Level 5	
<i>Position Code</i> WI003138	<i>Title</i> Sustainable Development Officer	<i>Supervisor Position Code</i> WI003123	
		<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)

Problem Solving and Analytical Skills, Coordination, communication & Presentation Skills, Information Technology, Achieves & Delivers Results, Building & Sustaining Relationships

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

Commitment & Drive, Integrity & Honesty

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

Must have experience working in rural and urban planning, development assessment, environmental impact assessment or compliance and enforcement or relevant field

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

Bachelor's Degree in Urban and Rural Environmental Studies or related field

**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="Sustainable Development Officer"/>
Position Code	<input type="text" value="WI003138"/>

## 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="Sustainable Development Officer"/>	Position Code:	<input type="text" value="WI003138"/>
Name:	<input type="text"/>	Date Received	<input type="text"/>
		Email/Postal Address	<input type="text"/>