



# **MINISTRY FOR PUBLIC ENTERPRISES**

## **Application Information Package**

**CHIEF EXECUTIVE OFFICER  
LAND TRANSPORT AUTHORITY**

(November 2023)

## GUIDE FOR APPLICANTS

This Guide is to assist Applicants in compiling their Application.

<b>Position Title</b>	Chief Executive Officer		
<b>Public Body</b>	Land Transport Authority		
<b>Contact</b>	Ministry for Public Enterprises Tel: +685 34500 Email: <a href="mailto:cam.wendt@mpe.gov.ws">cam.wendt@mpe.gov.ws</a> The Application Pack can be downloaded from the website link: <a href="http://www.mpe.gov.ws">www.mpe.gov.ws</a>		
<b>Making an Application</b>	<p><u>All Applicants</u> are required to submit the following:</p> <ol style="list-style-type: none"> <li>1. A Cover Letter:             <ol style="list-style-type: none"> <li>(i) Expressing interest in the CEO, LTA position; and</li> <li>(ii) Availability to start employment, if appointed.</li> </ol> </li> <li>2. Most recent curriculum vitae that includes:             <ol style="list-style-type: none"> <li>(i) Details of all your current and previous work history, including the following information:                 <ol style="list-style-type: none"> <li>(a) Position Title, Employer and the dates you held the position; and</li> <li>(b) List of Achievements; and</li> <li>(c) Brief Summary of Key Accountabilities</li> </ol> </li> <li>(ii) Certified copies of all certificates of academic achievements, qualifications, trainings, professional affiliation and other documents provided in support of your application. (<i>Certified copies are those that are seen and verified by a lawyer as true copies of the originals</i>); and</li> <li>(iii) Your contact details for correspondence purposes in relation to your application for this position.</li> </ol> </li> <li>3. Completed Referee Details with recent written references from three (3) professional referees (<b><i>Recent means no later than 12 months</i></b>).</li> </ol>		
<b>Authorization Form</b>	<p>By signing the Authorization Form you are:</p> <ul style="list-style-type: none"> <li>• Consenting to the Ministry for Public Enterprises and LTA Board of Directors or a designated representative (Selection Panel) to approach in confidence, not only the named referees but other people who have personal knowledge of you, to gather information on your work performance, skills, knowledge, experience and attitude for assessing your suitability for the position;</li> <li>▪ Consenting to security checks including vetting by the Samoa Police Service and general security clearance with other agencies may also be undertaken.</li> </ul>		
<b>Submission of Application</b>	<p>All applications for the advertised Chief Executive Officer, Land Transport Authority position <b>MUST</b> be submitted to MPE and addressed to:</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%; vertical-align: top;"> <p><b>The Chairperson Board of Director Land Transport Authority, Apia, Samoa</b></p> </td> <td style="width: 50%; vertical-align: top;"> <p><b>MPE Address: Level 1, NPF Plaza Tel 34500 – Email <a href="mailto:info@mpe.gov.ws">info@mpe.gov.ws</a> Beach Road, Apia</b></p> </td> </tr> </table>	<p><b>The Chairperson Board of Director Land Transport Authority, Apia, Samoa</b></p>	<p><b>MPE Address: Level 1, NPF Plaza Tel 34500 – Email <a href="mailto:info@mpe.gov.ws">info@mpe.gov.ws</a> Beach Road, Apia</b></p>
<p><b>The Chairperson Board of Director Land Transport Authority, Apia, Samoa</b></p>	<p><b>MPE Address: Level 1, NPF Plaza Tel 34500 – Email <a href="mailto:info@mpe.gov.ws">info@mpe.gov.ws</a> Beach Road, Apia</b></p>		
<b>Closing Date</b>	<b>Thursday, 21<sup>st</sup> December 2023, by 4.00pm</b>		
<b>Late Applications</b>	<p>It is important to note that ALL applications received after the time and date stated in the advertisement <b><u>WILL NOT</u></b> be accepted and considered during the short listing process. <i>A hard copy of an electronically submitted application received after the due date may be accepted given the electronic copy was received on time.</i></p>		

## JOB DESCRIPTION

### LTA VISION

To sustain the provision of a safe, reliable, climate resilient national road network for Samoa.

### LTA MISSION

To sustain a safe national road network by:

- Achieving acceptable standards for roads,
- Achieving acceptable standards of land transport infrastructure, and
- To accelerate sustainable development and broaden opportunities for all

### BACKGROUND

The Land Transport Authority was established 1<sup>st</sup> July 2009. Its main function is to ensure the planning and coordination of land transport.

### SCOPE

	<b>Management</b>	<b>Staff</b>
<b>STAFF</b>	<b>7</b>	<b>130</b>

### POSITION DETAILS

<b>Position Title:</b> Chief Executive Officer	<b>Position Code:</b> N/A
<b>Position Grade:</b> N/A	<b>Salary Grade:</b> \$123,621.00 pa

**Location:** Vaitele

#### **Responsible To:**

#### **The Minister and LTA Board of Directors for:**

1. The professional and economical administration of the LTA in line with the current LTA Act and other GoS Acts, Regulations and Instructions;
2. The efficient and effective administration of all legislation relating to an affecting the LTA;
3. The prompt implementation of GoS and LTA policies, directives and standards relative to sustaining high standards of rad infrastructure design, construction and maintenance.
4. The efficient and prudent management of all fiscal resources and needs of the Authority in accordance with the requirement of the Public Finance Management Act 2001, Public Bodies (Performance & Accountability) Act 2001, approved Annual Budget Expenditures and other related Regulations and Instructions governing the use of LTA funds.
5. The efficient and competent leadership and management of all employees of the Authority in accordance with the current LTA Act and other related GoS Acts, Regulations and Instructions
6. The **Ministry of Finance** as well as the **Ministry for Public Enterprises** for compliance with the Public Bodies Act 2001, Public Finance Management Act 2001 and other relevant legislation and Government Policies.

### PRIMARY OBJECTIVES:

The primary objectives of this position are:

1. To lead authority in the execution and management of the planning, design, construction, maintenance and operations of a safe an efficient National Road Network that meets national and relevant international standards and user expectations.
2. To manage the operations of the Authority and its resources to provide safe and cost-effective road infrastructure through the implementation of plans and programs approved by the Government of Samoa (GoS) and Board of Directors.
3. To develop plans for future improvements and developments required to sustain and enhance the national Road Network and sustain the integrity of road corridors to provide safe, economical road transport facilities for all road users.
4. To provide professional and technical engineering advice to Cabinet, Responsible Minister and the Board of Directors on all matter concerning and affecting the National Road Network including the design, construction and maintenance of the road infrastructure.

## **DUTIES AND MAIN RESPONSIBILITIES:**

### ***Strategic Policy and Technical***

1. Planning, designing, developing, operating and maintaining of a safe, efficient and effective national road network that meets the development needs of Samoa.
2. Provide timely and informed policy advice to the Minister, Board of Directors and other stakeholders on all strategic and policy-related matters of LTA in accordance with related legislation and LTA mandates.
3. Provide professional civil engineering advice to Cabinet, Minister and the Board of Directors on all matters concerning and affecting the National Road Network including the design, construction and maintenance of the road infrastructure.
4. Provide Peer Review and advise on planning & design work before implementation.
5. Provide Peer Review and advise on all technical reports and engineering studies.
6. Review the long-term plans for the LTA and Divisions and make necessary adjustments in consultation with the Managers in the evolution of the LTA to meet its statutory objectives including the development and maintaining of a Long Term National Road Development Program.

### ***Monitoring and Regulatory***

7. Ensure all LTA construction and maintenance works are executed in a safe, timely and efficient manner, adhering to the LTA contracts requirements, specifications and best practice procedures.
8. Ensure that all construction and maintenance works and contracts are professionally and adequately supervised.
9. Ensure the responsibilities, functions and roles of LTA staff members are clearly understood and programs are established for the successful implementation and monitoring of agreed strategies.
10. Ensure that all LTA procurement comply with GoS and Donor Procurement Guidelines and Regulations, LTA Act and Guidelines and decisions of the Board of Directors.
11. Ensure all contracts and procurement are managed and monitored professionally in compliance with GoS and LTA Guidelines and best practice procedures.

### ***Leadership and Management***

12. Provide members of the LTA Board with information and data concerning the physical and financial plans and performance of the LTA as well as disseminate the Board directives and instructions to staff.
13. Interact and cooperate with the Board to promote improvement in current performance and the future directions the LTA should pursue.
  1. Prepare and submit within the statutory time-frame the following:
    - Annual report (including audited financial statements) to the Board and Parliament as stipulated in the relevant Act(s) governing the operations of the Authority;
    - Annual budget based on the requirements of the LTA from time to time;
    - Quarterly reports to the Ministry for Public Enterprises and other relevant key stakeholders;
    - Other requirements as directed by the Board.
  2. Construct (or review) and implement the LTA's Corporate Plan, Capability and Annual Management Plan, Service Charters and all other operational in line with the Government policies, directives and Strategy for further development.
14. To provide leadership and strategic direction to the LTA Management team and staff in the execution of its core functions to manage the Planning, Design, Construction and Maintenance of the National Road Network and infrastructure.
15. To promote within LTA the requirement of continuous improvement and business efficient approach to the delivery of LTA's outputs and programs.
16. Provide professional civil engineering advice and guidance to the LTA Management team and technical staff on all matters affecting the execution and management of its core functions.
17. Ensure the LTA is adequately resources to meet its responsibilities and objectives and that approved Annual Budget Expenditures are adequately prepared, managed and monitored.
18. Monitor the performance of the managers reporting directly to the CEO and conduct formal reviews of these performances on an annual basis and make necessary adjustments.
19. Review the training and staff development needs and programs with individual managers and make changes where relevant.
20. Represent the LTA in various committees as may be required by the LTA Act, Board of Directors / Cabinet from time to time.

## SELECTION CRITERIA

<b>POSITION SPECIFIC COMPETENCIES</b>	
<b>SKILLS AND ABILITIES</b>	<b>DESCRIPTORS</b>
<b>Strategic Thinking</b>	<ul style="list-style-type: none"> <li>▪ Articulates a clear vision of the Authority inspires a sense of shared purpose and direction and drives the Authority’s vision and long-term direction.</li> <li>▪ Ability to recognize opportunities that the Authority can utilize to secure resources from local and international sources to support implementation of its programs and the strengths and potentials of its personnel in meeting the Authority’s vision and goals.</li> <li>▪ Ability to make timely and effective decisions and produce results through strategic planning and implementation and evaluation of programs and policies to inform policy and operation reforms.</li> <li>▪ Drives and sustains a performance culture and inspires a strong desire to succeed and work towards goal accomplishments.</li> <li>▪ Demonstrates a sophisticated understanding of political, social and economic factors affecting the Authority.</li> <li>▪ Has good command skills and encourages internal feedback and external assessment for improving the Authority's performance and take personal responsibility for outcomes.</li> <li>▪ Build effective teams and relevant systems within the Authority to ensure effective and efficient operations.</li> <li>▪ Ability to acquire and administer resources (human, financial, material, information) in a manner that instills public trust and accomplishes the Office's goals.</li> <li>▪ Demonstrates understanding in the management (planning, design, construction and maintenance) of Road &amp; Traffic Infrastructure.</li> <li>▪ Demonstrates understanding of contract and project management as well as the procurement processes.</li> </ul>
<b>Building Relationships</b>	<ul style="list-style-type: none"> <li>▪ Nurtures internal and external relationship.</li> <li>▪ Values individual's differences, strengths and potential and harness these to achieve the Authority's goal.</li> <li>▪ Develops guides and monitors employees.</li> <li>▪ Drives a culture of collaboration, participation and recognizes importance of consultation, stakeholder engagement and fostering teamwork.</li> <li>▪ Communicates the big picture clearly to a wide range of internal and external audience with precision, confidence and in an articulate manner.</li> <li>▪ Empowers, mentors and engages staff in activities to sustain morale and encourage regular feedback and recognition of achievement.</li> </ul>
<b>Delivers / achieves results / outcomes</b>	<ul style="list-style-type: none"> <li>▪ Drives a culture of achievement and commitment to achieving outcomes beyond expectations.</li> <li>▪ Drives an efficient and effective system of planning, reporting progress, monitoring and evaluating of results.</li> <li>▪ Stimulate / create a culture of accountability and transparency.</li> <li>▪ Uses workforce planning to develop and maintain the capability to deliver services effectively.</li> </ul>
<b>Management</b>	<ul style="list-style-type: none"> <li>▪ Invest time in managing and developing people as well as building positive staff morale.</li> <li>▪ Integrate plans into a transparent management framework to fulfill obligations of management accountabilities</li> <li>▪ Manage projects across sector and multiple agencies and keeps stakeholders informed.</li> <li>▪ Effectively delegates appropriate responsibility, accountability &amp; decision</li> </ul>

	<p>making authority.</p> <ul style="list-style-type: none"> <li>▪ Monitors progress against milestones and deadlines.</li> <li>▪ Drives effective planning and demonstrates a strong organizational ability and experience through the integration of structures, systems and teams to better achieve objectives.</li> <li>▪ Drive strategies to achieve operational efficiencies and value for money.</li> <li>▪ Provide oversight for financial resources and assets and account for their use.</li> </ul>
<b>Leadership</b>	<ul style="list-style-type: none"> <li>▪ Ability and confidence to build, lead and navigate an effective and sustainable organization through stewardship and governance.</li> <li>▪ Able to plan and execute a vision based on current and future possibilities and inspire teams to adapt and thrive in a changing environment.</li> <li>▪ Able to lead a meaningful process of change in a purposeful manner.</li> <li>▪ Ability to manage politics, take risks, be innovative and deal with complexity.</li> <li>▪ Is resourceful, optimistic, energetic, open minded, flexible and capable of solving problems and making decisions.</li> <li>▪ Drives and sustains a performance culture both internally (agency level) and externally.</li> </ul>
<b>PERSONAL ATTRIBUTES</b>	<b>DESCRIPTORS</b>
<b>Integrity / Ethics</b>	<ul style="list-style-type: none"> <li>▪ Possess appropriate values and belief in what is best for the common good.</li> <li>▪ Is widely trusted and is seen as a direct and courageous individual.</li> <li>▪ Personifies values of honesty, integrity, impartiality, transparency accountability.</li> <li>▪ Demonstrate self-awareness and commitment to personal development.</li> <li>▪ Serves the Government of the day irrespective of personal preferences.</li> <li>▪ Demonstrated knowledge, sensitivity and respect for the Samoan Culture and the laws and customs of Samoa.</li> </ul>
<b>Commitment &amp; Personal Drive</b>	<ul style="list-style-type: none"> <li>▪ Takes responsibility and initiates timely action to resolve issues.</li> <li>▪ Is prepared to make tough corporate decisions to achieve desired outcomes.</li> <li>▪ Accepts accountability for mistakes made in the Authority and ensures corrective action is taken.</li> </ul>
<b>Intellect &amp; Judgment</b>	<ul style="list-style-type: none"> <li>▪ Is analytical, proactive, innovative and able to conceptualize strategic issues faced by the Authority and apply appropriate and cost-effective solutions.</li> <li>▪ Is aware of new and emerging issues such as climate change and disaster risks and able to design interventions to adapt to climate change and reduce disaster risks and ensure that the Authority is ready to respond at all times to small scale incidents and national disasters.</li> <li>▪ Has the functional and technical knowledge to carry out the Chief Executive Officer's duties to a high level of accomplishment.</li> <li>▪ Makes sound decisions based on common sense, experience and good judgment without prejudice.</li> <li>▪ Anticipates implications and applies effective judgment to develop solutions.</li> </ul>
<b>Creativity and Innovation</b>	<ul style="list-style-type: none"> <li>▪ Consistently generates and employs original ideas, tackling both simple and complex problems.</li> <li>▪ Brings out the best in others, leads them to discover new ideas, solutions and new ways of doing the job and unafraid to use unorthodox methods.</li> <li>▪ Drives and steers the change agenda and demonstrates understanding of the complex range of factors which effect change.</li> </ul>



<b>EXPERIENCE &amp; PAST WORK PERFORMANCE</b>	<b>DESCRIPTOR</b>
	<ul style="list-style-type: none"> <li>Proven experience in leadership at a minimum of eight (8) years at a senior management level. In addition to that, a minimum of five (5) years' experience in road design and/or construction and/or supervision and/or project management (roads) will be an advantage.</li> </ul>
<b>ACADEMIC QUALIFICATIONS</b>	<b>DESCRIPTOR</b>
	<ul style="list-style-type: none"> <li>Minimum qualification of a Bachelor degree in Civil Engineering or Traffic Engineering or equivalent Road Infrastructure and Transport Management degree from a recognized university.</li> <li>A Chartered Professional Engineer (Civil) with the Institute of Professional Engineers Samoa (IPES) or equivalent road related (eligible to be registered with IPES) will be an advantage.</li> </ul>

### **OTHER INFORMATION**

<b>REMUNERATION &amp; TERM</b>	<b>DESCRIPTOR</b>
	<ul style="list-style-type: none"> <li>The position is for a period of three (3) years.</li> <li>The starting salary for the position is \$123,621.00 per annum before tax. This is inclusive of contribution to the National Provident Fund and contribution to the Accident Compensation Corporation.</li> </ul>

### **BENEFITS**

<b>Duty Station:</b>	Land Transport Authority Vaitele, Apia, Samoa
<b>Duration:</b>	Three (3) years
<b>Salary:</b>	\$123,621.00 pa
<b>Hours of Attendance:</b>	The standard hours of attendance are Monday – Friday from 9.00am to 5.00pm excluding Cabinet endorsed holidays.
<b>Performance Reviews:</b>	The Appointee's performance shall be reviewed in accordance with the Performance Management Guidelines.
<b>Annual Leave:</b>	25 days' annual leave per annum
<b>Sick Leave:</b>	25 days' sick leave per annum
<b>Vehicle:</b>	The Employer will provide a vehicle for the Employee to use for business and private use in accordance with Government policy and relevant legislation relating to the provision and use of Government vehicles.
<b>Telephone Expenses:</b>	The Appointee is entitled to a non-taxable annual telephone allowance of SAT\$3,600.00 per annum.
<b>Other Leave:</b>	The Appointee is also entitled to other leave in accordance with the Human Resource Policy of the Employer
<b>End of Contract Benefits:</b>	The Appointee is entitled, at the expiry of the Contract Term; to payment of the equivalent of fifteen (15) working days of net pay bonus pay out for every year of the Contract served.
<b>National Provident Fund:</b>	The Land Transport Authority shall pay a percentage of the Appointee's contribution of another rate prescribed by the National Provident Fund from time to time.
<b>Accident Compensation Corporation:</b>	The Land Transport Authority shall pay a percentage of the Appointee's contribution or another rate prescribed by the Accident Compensation Act 1989.
<b>Duty Travel:</b>	The Government, Corporation, development partner or relevant body meets all travelling expenses at prescribed rates necessarily incurred by staff required to travel away from Apia on official duty travel,

**Regional/International  
Recruited Staff:**

A successful candidate recruited from overseas is responsible for all costs associated with relocation and will not be the responsibility of the Land Transport Authority.