

SAMOA WATER AUTHORITY

Position Description

Position Title:	MANAGER
Division:	Wastewater
Salary Grade/Rate:	SpGr 2 (\$94, 624 per annum)
Responsible to:	Managing Director
Tenure:	Contractual – 3 years

Position Overview:

Responsible to the Managing Director for the effective management of the Wastewater Division overseeing the operation and maintenance of the Sogi Wastewater Treatment Plant and the reticulated sewerage and wastewater system. The Manager is also responsible to the Managing Director for overseeing the Borehole drilling works for water supply as well as the Transport Unit for the Authority's fleet of vehicles.

Key Duties & Responsibilities:

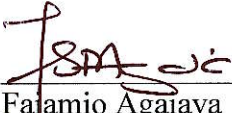

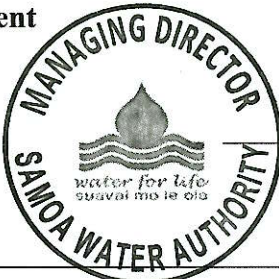
1. Manage and supervise all operations of the Wastewater Division as well as Borehole drilling operations and the Transport Unit in accordance with SWA policies, procedures, budget, and administration systems.
2. Manage the staff of the Wastewater Division through active coordination, development, and monitoring of the performances of the staff and promote a work environment that encourages high performance and staff development.
3. Develop and implement wastewater management skills within SWA with regards to Operations, Maintenance, and Asset Management.
4. Ensure WWTP continues to meet compliance requirements as per established regulatory standards and reporting practices.
5. Communicate effectively with customers and property owners to negotiate agreements with regards to wastewater services.
6. Verify OMM contract payments and coordinate with the SWA Commercial Unit for contract payments.
7. Liaise with other Government Ministries, public bodies, and stakeholders in areas related to sanitation management.
8. Advise the Managing Director on a regular basis regarding the status of the Wastewater Treatment Plant and any issues or developments on the sewerage and wastewater system.
9. Manage Wastewater Division employee performance through the Annual Performance Appraisal process and ensure the process is done on time for annual review.
10. Coordinate and liaise with manufacturers and factory representatives regarding the purchase, installation, and support of wastewater facilities and equipment.

11. Lead and supervise the activities of the Authority's Drilling Unit including planning and coordination of the drilling works schedule and monitoring, servicing, operation, and maintenance of all plants, tools, and equipment.
12. Contribute to the overall effective management of the Samoa Water Authority including active participation in, and reporting to Management and Project Coordination meetings.
13. Represent SWA in external forums as directed by the Managing Director.
14. Ensure the efficient operation of the Wastewater scheme to meet its financial targets as directed by the Managing Director.
15. Provide additional relevant assistance to the Managing Director, and act as Acting Managing Director when required.
16. Ensure any capital works as implemented as directed by the Managing Director.

Position Requirements:

- Minimum qualification of a Bachelor's Degree in Engineering (Civil, Mechanical, Electrical or Chemical) or a related field of study.
- At least 7 years of relevant experience
- Demonstrated capacity to plan, organize, and manage multiple and shifting priorities and to work within deadlines and budgets and established ethical work standards.
- Demonstrated capacity to develop effective working relationships with stakeholders and other Government entities and have excellent written and oral communication skills in English and Samoan.
- Must have a good understanding of the rules, guidelines, and procedures of different donor funding organizations.
- Must have a good understanding of the Government Planning Framework.
- Ability to understand and operate in accordance with statutory regulations including the SWA Sewerage & Wastewater Regulations 2009.
- Ability to analyze and write reports with excellent analytical and report-writing skills.
- Demonstrated capacity to effectively manage financial, human, and technical resources.
- Must have excellent leadership and people management skills.
- Personal integrity of the highest order with a clean Police record and good standing with accounting profession.
- Ability to drive and must have a current driver's license.

ALL SIGNATURES TO BE COMPLETED PRIOR TO FILING

	Name/Signature	Date
Prepared by:	 Fajamio Agaiava Manager – Corporate Management	24/03/2025
Approved:	 Fuimaono Dominic F. Schwalger MANAGING DIRECTOR	 24/03/25