

Land Transport Authority

Job Description

Date:	July 2022	Position Title	Certifying Officer
Division:	Savaii Operations Division	Classification Level	G3/S1-G4/S7 \$16,186.23-\$25,901.36 p.a.
Reporting Structure	Reports to the Principal Road Use Management Officer		
Position Statement			
To provide assistance in vehicle inspection and maintain a high standard of safety and healthy working environment.			
Responsibilities			
1	Open and close chain lock to the certification floor.		
2	Move light testing board in and out of certification floor during vehicle inspection.		
3	Provide assistance to Principal in checking of vehicle lights (rear/front)		
4	Clean and maintain equipments for safety inspection.		
5	Direct customers as appropriate to maintain a high Occupational Safety and Health for all.		
6	Maintain cleanliness and regular check of oil and water of Management vehicles.		
7	Assist the Principal Certification officer to carry out all regulatory vehicle Inspections and safety testing to ensure vehicle Safety standards is strictly adhered to as approved by the Board		
8	Assist PCO to carry out research and to inspect all local Mechanical Shops to ensure that they are fully equipped with appropriate equipments for vehicle repairs		
9	Responsible for vehicle testing and certifications of all types of vehicles		
10	To certify and issue Certificate of Fitness (COF) for all Public Service vehicle including Machinerie and trailers		
11	To prepare annual statistical reports of all certified safety vehicles and substandard vehicle		

Selection Criteria		Essential - Desirable	Weighting
Qualification	Minimum qualification of Certificate in Automotive from a recognized institution.	Essential	
R/Work Experience	Minimum of one year working experience.	Essential	
Knowledge and Skills	Knowledge of LTA Act 2007	Desirable	
	Knowledge of customer protocols	Essential	
	Demonstrated ability to clearly communicate both orally and in writing in Samoan and English	Essential	
Personal Attributes	Honesty/Integrity, Punctuality, Customer Service Oriented, reliability, commitment, personal presentation, loyalty, common sense.	Essential	
Tools Required:		Safety Gears	

Prepared by:	Human Resource
---------------------	-----------------------