

Land Transport Authority

Job Description

Date:	July 2022	Position Title	Night Watchman - Savaii
Division:	SAVAII OPERATIONS DIVISION	Classification Level	G1/S1 – G2/S7 \$9,562.46 - \$15,561.72 p.a.
Reports to:	The Manager – Savaii Operations		

Primary Objective

	To guard and patrol Salelologa LTA properties including compound, building and all assets within premises against any
--	---

Responsibilities

1	Examine all doors, windows, gates and vehicles to determine that they are secure.
2	Look after and report irregularities such as fire hazards, air conditions and lights and security doors left unlocked.
3	Observe and report departing and arriving of any personnel including visitors to guard against theft of authority property.
4	Permits authorized persons to enter office grounds.
5	Call police or fire department in case of fire or presence of unauthorized persons.
6	Record data of property damage including vehicles or unusual occurrence in compound
7	Collect rubbish in compound for disposal and maintain cleanliness where necessary.

Selection Criteria		Essential - Desirable	Weighting
Qualification	Minimum qualification is Samoa School Certificate (SSC) or Samoa Secondary School Leaving Certificate (SSLC)	Essential	
Work Experience	Minimum 2 years of relevant work experience	Essential	
Knowledge and Skills	Knowledge of LTA functions and customer protocols	Desirable	
	Clean Police Report of not more than 2 months.	Essential	
	Communicate in both English and Samoan language, written and oral	Essential	
Personal Attributes	Honesty, Integrity, Punctuality, and Customer Service oriented, reliability, commitment, personal presentation, loyalty, common sense.	Essential	
	Demonstrated ability to work under minimum supervision	Essential	

Prepared by:	Human Resource & SOD
---------------------	---------------------------------