

Land Transport Authority

Job Description

Date:	July 2022	Position Title	Principal Promotion and Training Officer
Division:	ROAD USE MANAGEMENT	Classification Level	G7/S1-G8/S7 (\$42,126.64-\$65,875.99 p.a.)
Directly Supervises	Promotion & Training Team		
Reports to:	Manager-Road Use Management		
Primary Objective			
	To ensure Road Safety Awareness Programs and training are prepared and delivered effectively and efficiently, friendly and effective administration processes of the Road Use Division.		
Responsibilities			
1	Promote the benefits of the Road Safety Awareness to Government Ministries, Commercial Organization, Village Group, Schools, Disability and general publics.		
2	Manage the Road Use Section and ensure all agreed plans and programs are implemented together with detailed reports to the Manager Upolu on daily and weekly basis.		
3	Conduct Driver Licensing Processes including Theory and Practical Tests as well as lead coordinating Defensive Driving Course for person ordered by the courts to undertaken such training and for any other person wishing to participate .		
4	Co-ordinate and arrange Road Safety Activities workshops and effective Road Safety Programs targeting various group.		
5	Develop, revise implement and maintain safety operational procedures and values to improve promotion and road safety awareness programs		
6	To provide monthly progress reports and work plan		
7	Ability to lead by example and carries our supervisory responsibilities in accordance with Authority policies and applicable laws, and provide a high standards of leadership and teamwork to achieve high performance standards against set targets		
8	To represent LTA in court in relation with driver license issues.		
	To develop, implement and review procedures and work instructions to ensure safety is maintained and to minimize costs		
9	Ensure compliance with occupational Health and Safety Standards to prevent accidents		
10	To maintain and provide records safe keeping of all road safety equipments and assets.		
11	To conduct stakeholder consultations with transport operators in regards to LTA's licensing regime on standards and policies.		
12	Implement a proper system for dealing with Public Enquiries with regards procedures to obtain driver license or any relevant matters.		
13	Coordinate technical advice for the Manger, and be able to attend promptly at times of Emergencies, and be able to act in place of Manager at time of absence or special leave.		
14	Perform any other duties may be assigned by the Authority Chief Executive Officer.		

Selection Criteria		Essential - Desirable	Weighting
Qualification	Bachelor Degree in areas such as Public Administration, Human Resource, Teaching or relevant from a recognized Tertiary Institution	Essential	
Work Experience	At least 5 years relevant working experience and in a middle management level	Essential	

Knowledge and Skills	Sound knowledge of LTA Act 2007, Road Code, policies, orders and other relevant legislation	Essential	
	Holder of a valid private driver's license of 5 years and more, and valid commercial driver's license	Essential	
	Ability to communicate in Samoan and English effectively both orally and written	Essential	
	Demonstrate excellent interpersonal skills especially when dealing with clients and internal staff	Essential	
	Hold valid and clean Police Report	Essential	
	Knowledge of Public Sector reforms and Transport roles and functions	Desirable	
	Must be computer literate and has proven experience in Microsoft Office and basic data entry programs	Desirable	

Competencies	
1	Management and Supervisory
2	Team Building
3	Analytical and problem solving
4	Decision making
5	Effective verbal, presentation
6	Time management
7	Leadership
8	Customer service and public relation skills
9	Honesty and integrity
10	Punctuality
11	Equipments operation
12	Self Management

Prepared by:	Human Resource
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