

Land Transport Authority

Job Description

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| Date: | March 2023 | Position Title | Data Entry Officer |
| Division: | ROAD USE MANAGEMENT | Classification Level | G3/S1 –G4/S7 \$16,186.23-\$25,901.36 p.a. |
| Reports to: | Manager Road Use Management through Principal Certifying Officer | | |
| Primary Objective | | | |
| | Ensure that all vehicle details are correctly entered in the RTAS system along with renewal registration vehicles for the effective and efficient delivery of services. | | |
| Responsibilities | | | |
| 1 | Perform as an administration officer within the certification team through filing and making daily reports and also the safekeeping of records | | |
| 2 | Enter new vehicles registrations in to the system along with the creating of vehicle inspection sheet for renewal registration vehicles | | |
| 3 | Able to work on the vehicle inspection bay to cite vehicles details before passing to the principal officer for updates. | | |
| 4 | Able to do daily report as for daily updates of vehicle that has been registered on system. | | |
| 5 | Assist to the senior officers during his/ her duties with the absence of Principal Certifying Officer | | |
| 6 | Perform any other duties as directed from time to time | | |

| Selection Criteria | | Essential - Desirable | Weighting |
|---------------------------|---|------------------------------|------------------|
| Qualification | Minimum qualification of Foundation Certificate/ Office Administration or relevant from a recognized tertiary institution. | Essential | |
| Work Experience | At least 3 years relevant working experience and in data entry works and processes | Essential | |
| Knowledge and Skills | Sound knowledge of the following <ul style="list-style-type: none"> • LTA Act 2007 • Road Traffic Ordinance 1960 • Road Traffic Regulations 1961 • Other relevant legislations and policies | Essential | |
| | Demonstrated knowledge of Motor Vehicle Fitness Guide | Essential | |
| | Holder of a valid private driver's license of 5 years and more | 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 | |
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| 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 |

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| Prepared by: | Human Resource |
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