

Land Transport Authority

Job Description

Date:	October 2023	Position Title	Senior Promotion & Training Officer
Division:	ROAD USE MANAGEMENT	Classification Level	G5/S1 - G6/S7 \$28,694.36 - \$43,543.64 p.a.
Reports to:	Principal Promotion Officer		
Primary Objective			
	To assist the Principal Officer in successfully performing and achieved the Division approved objectives and outputs within the budget allocation		
	To administer and ensure that all licensing and defensive driving course requirements are in accordance with the requirements of the Road Traffic Ordinance 1960.		
Responsibilities			
1	Conduct training as required for Defensive Driving Course		
2	Must be able to carry out inspections and reporting on any examinations issue and defects with recommendations to the Manager through Principal Examiner when required.		
3	Must be able to provide feedbacks and comments when it's required for any changes to examinations format and designs.		
4	Coordinate and perform information search related to any driving course issues or disputes received by the Division to consider and report.		
5	Assess and facilitate training requirements and fully responsible for the custody and safe keeping of training equipment's and related materials.		

Selection Criteria		Essential - Desirable	Weighting
Qualification	Minimum qualification of Diploma in areas such as Public Administration, Human Resource Management or relevant from a recognized Tertiary Institution	Essential	
Work Experience	Minimum of 3 years relevant working experience.	Essential	
Knowledge and Skills	Demonstrated ability to prepare, document and conduct training programs	Desirable	
	Must be computer literate and has proven experience in Microsoft Office Software	Essential	
	Demonstrated ability to analyze, write report and solve problems in English and Samoan	Essential	
Special Requirements of Job			
The Senior Promotion Officer will require working in an air-conditioned office at all times.			

Competencies	
1	Honesty
2	Team building
3	Flexible and Common Sense
4	Relationship establishment with customers & clients
5	Integrity
6	Punctuality
7	Responsible, Listen and Respond

Prepared by:	Human Resource
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