

Land Transport Authority

Job Description

Date:	October 2023	Position Title	Training & Awareness Officer
Division:	ROAD USE MANAGEMENT	Classification Level	G3/S1-G4/S7 \$17,319.26-\$27,714.46 p.a.
Reports to:	Manager-Road Use Management through Principal Promotion & Awareness Officer		

Primary Objective

To ensure the overall co-ordination and delivery of Road Safety awareness programs and promotions is carried out effectively

Responsibilities

1	Promote Road Safety awareness programs and its benefits to government Ministries, state owned enterprises, commercial organizations, community and general public.
2	Conduct Awareness Programs to promote road safety to the road traveling public.
3	Arrange/Schedule Road Safety awareness programs as required at suitable venues throughout Samoa.
4	Maintain a register of all Road Safety awareness programs and promotions.
5	Maintain and ensure safe-keeping of Training equipments.
6	Assist in planning and preparing mass media programs.
7	Assist in carrying out research to black spot areas.
8	Assist in the preparation of monthly report to the Management, Board of Directors and Transport Control Board on Road Safety awareness programs and other activities.
9	Assist in designing promotion publications such as posters and brochures.
10	To comply with occupational Health and Safety Standards to prevent accidents
11	Assist in maintaining and providing records safe keeping of all road safety equipments and assets.
12	Any other legal duties as directed from time to time

Selection Criteria		Essential - Desirable	Weighting
Qualification	Minimum qualification of Foundation Certificate with a pass in English from a recognized tertiary institution.	Essential	
Experience and Work Performance (Knowledge)	Good understanding on what awareness programs and promotion work involves.	Essential	
	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	
Skills and Abilities	Demonstrated skills in public speaking and effective customer service	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	
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

Prepared by:	Human Resource
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