

Land Transport Authority

Job Description

Date:	September 2024	Position Title	Senior Promotion Officer
Division:	Road Use Management	Classification Level	G5/S1-G6/S7 \$29,555.19 - \$44,849.95
Reports to:	Principal Promotion and Training Officer		
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		
	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	Promote the benefits of the Road Safety Awareness to Government Ministries, Commercial Organization, Village Group, Schools, Disability and general publics.		
2	Assist the Road Use Section and ensure all agreed plans and programs are implemented together with detailed reports to the Manager Road Use Division on daily and weekly basis.		
3	Assist Driver Licensing Processes including Theory and Practical Tests as well as coordinating related trainings such as Defensive Driving Course and others.		
4	Develop, revise implement and maintain safety operational procedures and values to improve promotion and road safety awareness programs		
5	To provide monthly progress reports for the board of directors consideration and management		
6	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		
7	To develop, implement and review procedures and work instructions to ensure safety is maintained and to minimize costs		
8	Conduct training as required for Defensive Driving Course		
9	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		
10	To comply with occupational Health and Safety Standards to prevent accidents		
11	To maintain and provide records safe keeping of all road safety equipments and assets.		
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	Other duties may be assigned from time to time.		

Selection Criteria		Essential - Desirable	Weighting
Qualification	A Diploma or relevant in areas such as Public Administration, Human Resource, Teaching or relevant from a recognized Tertiary Institution	Essential	
Work Experience	At least 3 years relevant working experience and in a middle management level	Essential	
Knowledge and Skills	Sound knowledge of LTA Act 2007, Road Code of Road Safety and orders and other relevant legislation	Essential	

	Holder of a valid private driver's license of 3 years and more, and valid commercial driver's license in any classes	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	
	Knowledge and ability to operate vehicles with automatic and a manual transmission.	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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