

Land Transport Authority

Job Description

Date:	November 2024	Position Title	Promotion Officer
Division:	ROAD USE MANAGEMENT	Classification Level	G3/S1-G4/S7 \$17,838.84-\$28,545.89 p.a.
Reports to:	Principal Promotion & Training 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 it's benefits to government Ministries, 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 Principal Promotion 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 equipment's and assets.		
12	Other duties to be assigned from time to time		

Selection Criteria		Essential - Desirable	Weighting
Qualification	Minimum qualification of Foundation Certificate with a pass in English.	Essential	
Experience and Work Performance (Knowledge)	Good understanding on what awareness programs and promotion work involves.	Essential	
	At least one (1) year of work experience	Essential	
	Sound knowledge of LTA Act 2007, Road Code of Road Safety and orders and other relevant legislation	Desirable	
Skills and Abilities	Demonstrated skills in public speaking and customer service	Essential	
	Holder of a valid private driver's license of 2 years and more, and valid commercial driver's license	Essential	
	Ability to communicate in Samoan and English effectively both orally and written	Essential	
	Must be computer literate and has proven experience in Microsoft Office and basic data entry programs	Essential	
	Demonstrate excellent interpersonal skills especially when dealing with clients and internal staff	Essential	

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