

# Land Transport Authority

## Job Description

<b>Date:</b>	February 2025	<b>Position Title</b>	Training & Awareness Officer
<b>Division:</b>	ROAD USE MANAGEMENT	<b>Classification Level</b>	G3/S1-G4/S7 \$17,838.84-\$28,545.89 p.a.
<b>Reports to:</b>	Principal Promotion & Training Officer		
<b>Primary Objective</b>			
	To ensure effective coordination and the successful delivery of road safety awareness programs, comprehensive driver training is conducted on a daily basis.		
<b>Responsibilities</b>			
1	Promote Road Safety awareness programs and their benefits to government Ministries, commercial organizations, the community and the general public.		
2	Conduct Awareness Programs to promote road safety to the road-traveling public.		
3	Conduct Private/Commercial Licenses for both Theory & Practical Training/Tests		
4	Arrange/Schedule Road Safety awareness programs as required at suitable venues throughout Samoa.		
5	Maintain a register of all Road Safety awareness programs and promotions.		
6	Ensure the safekeeping and maintenance of equipment used for Awareness Programs and Driver License Training.		
6	Assist in planning and preparing mass media programs/trainings.		
7	Assist in carrying out research to black spot areas.		
8	Assist in preparing monthly reports to the Principal Promotion of Road Safety awareness programs and daily Driver Training.		
9	Assisted in designing promotional 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 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 of what awareness programs and promotion work and what Driver training involves	Essential	
	At least one (1) year of work experience	Essential	
	Sound knowledge of the LTA Act 2007, Road Code of Road Safety and orders and other relevant legislation	Desirable	
	Sound knowledge of the Road Traffic Ordinance (1960) / Road Traffic Regulation (1961)	Essential	
Skills and Abilities	Demonstrated skills in public speaking and customer service	Essential	
	Holder of a valid private driver's license of 2 years or more, and a valid commercial driver's license	Essential	
	Ability to communicate in Samoan and English effectively both orally and in written	Essential	
	Must be computer literate and have proven experience in Microsoft Office and basic data entry programs	Essential	

	Demonstrate excellent interpersonal skills especially when dealing with clients and internal staff	Essential	
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<b>Competencies</b>	
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 relations skills
8	Honesty and integrity
9	Punctuality