

Land Transport Authority

Job Description

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| Date: | May 2026 | Position Title | Certifying Officer |
| Division: | Savaii Operations Division | Classification Level | G3/S1-G4/S7 \$17,838.84-\$28,545.89 p.a. |
| Reporting Structure | Reports to the Principal Road Use Management Officer | | |
| Position Statement | | | |
| To provide assistance in vehicle inspection and maintain a high standard of safety and healthy working environment. | | | |
| Responsibilities | | | |
| 1 | Open and close chain lock to the certification floor. | | |
| 2 | Move light testing board in and out of certification floor during vehicle inspection. | | |
| 3 | Provide assistance to Principal in checking of vehicle lights (rear/front) | | |
| 4 | Clean and maintain equipments for safety inspection. | | |
| 5 | Direct customers as appropriate to maintain a high Occupational Safety and Health for all. | | |
| 6 | Maintain cleanliness and regular check of oil and water of Management vehicles. | | |
| 7 | Assist the Principal Certification officer to carry out all regulatory vehicle Inspections and safety testing to ensure vehicle Safety standards is strictly adhered to as approved by the Board | | |
| 8 | Assist PCO to carry out research and to inspect all local Mechanical Shops to ensure that they are fully equipped with appropriate equipments for vehicle repairs | | |
| 9 | Responsible for vehicle testing and certifications of all types of vehicles | | |
| 10 | To certify and issue Certificate of Fitness (COF) for all Public Service vehicle including Machineries and trailers | | |
| 11 | To prepare annual statistical reports of all certified safety vehicles and substandard vehicle | | |

| Selection Criteria | | Essential - Desirable | Weighting |
|---------------------------|---|------------------------------|------------------|
| Qualification | Minimum qualification of Certificate in Automotive from a recognized institution. | Essential | |
| R/Work Experience | Minimum of one year working experience. | Essential | |
| Knowledge and Skills | Knowledge of LTA Act 2007 | Desirable | |
| | Knowledge of customer protocols | Essential | |
| | Demonstrated ability to clearly communicate both orally and in writing in Samoan and English | Essential | |
| Personal Attributes | Honesty/Integrity, Punctuality, Customer Service Oriented, reliability, commitment, personal presentation, loyalty, common sense. | Essential | |
| Tools Required: | | Safety Gears | |

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| Prepared by: | Human Resource |
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