

Land Transport Authority

Job Description

Date:	June 2026	Position Title	Principal Licensing Officer
Division:	ROAD USE MANAGEMENT	Classification Level	G7/S1 – G8/S7 \$46,427.77-\$72,601.93 p.a.
Directly Supervises	Licensing Team		
Reports to:	Manager-Road Use Management		

Primary Objective

Ensure proper control and monitoring of driver licensing activities, safe custody of monies and expenditure commitments throughout the financial year and ensure that all driver Licensing fees are accurate.

Responsibilities

1	Ensure consistency of proper records of all registers for: <ul style="list-style-type: none"> • Driver's License Records • All requisition Booklets • Driver License Stock
2	Officer in charge of the Driver Licensing Unit, and to supervise all driver license services
3	Prepare Board's Annual Budgets and if required Supplementary Estimates having full regard to all requirements of Driver Licensing Unit
4	Check and certify to full satisfaction before presentation to the LTA CEO and Board
5	Revenue reports and reconciliation reports of all driver license services <ul style="list-style-type: none"> • Daily Driver License reports • Monthly Driver License reports • Quarterly reports • Annual reports • Procurement of driver license cards and ribbons as required
6	Ensure tight control and supervision of staff that each personnel is properly trained, fully employed and familiarizes at all times in all aspects of driver Licensing work.
7	Prepare and update Licensing inventory of all its assets
8	Prepare orders of required Driver License cards and ribbons
9	Study and recommend to the CEO through the Manager Road Use Management Division all possible ways and means of improving the various functions of Licensing Unit for both Upolu and Savaii
10	Other duties may be assigned

Selection Criteria

		Essential - Desirable	Weighting
Qualification	Tertiary qualification in Accounting, Commercial Studies or Business Administration or equivalent and must be a certified Public Accountant	Essential	
Work Experience	5 years' experience as a middle level manager in the public service	Essential	

Knowledge and Skills	Knowledge of Road Traffic Ordinance 1960 and Road Traffic Regulations 1961	Essential	
	Knowledge of Public Sector Reforms	Desirable	
	Sound knowledge of accounting system and procedures	Essential	
	Demonstrated ability to clearly communicate both orally and in writing in Samoan and English	Essential	

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