

# Land Transport Authority

## Job Description

|                                                                                              |                                                                                                                                                                                                                                                                                                                                                                |                      |                                               |
|----------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------|-----------------------------------------------|
| Date:                                                                                        | August 2026                                                                                                                                                                                                                                                                                                                                                    | Position Title       | Senior Licensing Officer                      |
| Division:                                                                                    | ROAD USE MANAGEMENT                                                                                                                                                                                                                                                                                                                                            | Classification Level | G5/S1 – G6/S7<br>\$29,555.19-\$44,849.95 p.a. |
| Reports to:                                                                                  | Principal Licensing Officer                                                                                                                                                                                                                                                                                                                                    |                      |                                               |
| Primary Objective                                                                            |                                                                                                                                                                                                                                                                                                                                                                |                      |                                               |
| Assist in coordinating and monitoring of the licensing activities and safe custody of monies |                                                                                                                                                                                                                                                                                                                                                                |                      |                                               |
| Responsibilities                                                                             |                                                                                                                                                                                                                                                                                                                                                                |                      |                                               |
| 1                                                                                            | Maintain proper records of all driver license for Savaii and Upolu; <ul style="list-style-type: none"><li>Keep proper records for All driver licenses private and commercial</li><li>Driver’s License Records for Taxes</li><li>Provide Accurate driver license report monthly</li><li>Keep proper records for Temporary Driver License for visitors</li></ul> |                      |                                               |
| 2                                                                                            | Control, and maintain inventory for cards and ribbons, procurement process in advance if stocks are low.                                                                                                                                                                                                                                                       |                      |                                               |
| 3                                                                                            | Supervise all driver license operations daily                                                                                                                                                                                                                                                                                                                  |                      |                                               |
| 4                                                                                            | Prepare accurate monthly report on driver license issuer for monthly board meeting                                                                                                                                                                                                                                                                             |                      |                                               |
| 5                                                                                            | Ensure maintenance of licensing assets card printer                                                                                                                                                                                                                                                                                                            |                      |                                               |
| 6                                                                                            | Ensure accuracy of all licensing fees is apply                                                                                                                                                                                                                                                                                                                 |                      |                                               |
| 7                                                                                            | Provide accurate and correct information for clients requesting license confirmation letter.                                                                                                                                                                                                                                                                   |                      |                                               |
| 8                                                                                            | Other duties may be assigned from time to time                                                                                                                                                                                                                                                                                                                 |                      |                                               |

| Selection Criteria   |                                                                                              | Essential - Desirable | Weighting |
|----------------------|----------------------------------------------------------------------------------------------|-----------------------|-----------|
| Qualification        | Diploma or relevant qualification in Accounting                                              | Essential             |           |
| Work Experience      | 6 years' experience in Officer Management or equivalent                                      | Essential             |           |
| Knowledge and Skills | Knowledge of Road Traffic Ordinance 1960 and Road Traffic Regulations 1961                   | Desirable             |           |
|                      | Sound knowledge in report writing                                                            | Essential             |           |
|                      | Demonstrated ability to clearly communicate both orally and in writing in Samoan and English | Essential             |           |
|                      | Computer literate                                                                            | Essential             |           |
|                      | No previous Convictions hold a Valid Driver's License                                        | 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           |

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|-------------------------|--------------------------------------------------------------------------------------------------------------------|
| <b>OSH Requirements</b> | The Senior Licensing Officer will work in an air-conditioned office where he or she will frequently use a computer |
|-------------------------|--------------------------------------------------------------------------------------------------------------------|