

Land Transport Authority

Job Description

Date:	10 October 2026	Position Title	Licensing Officer
Division:	Road Use Management	Classification Level	G3/S1-G4/S7 \$17,319.26-\$27,714.46 p.a.
Reports to:	Principal Licensing Officer		
Primary Objective			
To provide a comprehensive service ensuring the Authority meets its responsibilities concerned with the Land Transport Authority Act 2007 and Road Traffic Ordinance 1960			

Responsibilities	
1	Take new Drivers License photo and print license card for Upolu Driver's Licenses
2	Assist the senior licensing officer with checking the exams for the new private and commercial drivers license
3	To double check data for new private and commercial drivers license before issuing of license card
4	Prepare registration for new Learner, Private and Commercial driver's license
5	Keep filing records of New Learners Driver's License, Private Driver's License and Commercial Driver's License
6	Assist in providing necessary and appropriate advice and information to the public
7	Assist in preparing of Monthly Reports for license issued such as New Driver's License, Renewal of Driver Licenses, Replacement of Lost/Stolen/Damaged Driver Licenses etc
8	Assist the Information Technology team in the Printing Operator
9	To comply with all relevant legislation to ensure effectiveness in the role
10	Assist the Divisional Assistant in administration duties
11	Maintain proper records of all registers for; - All Driver Licenses Issued for Upolu & Savaii - All consumable items (Requisition Books, Cards, Toners & Ribbons) - Registration for New Driver Licenses
12	Report any System faults to ICT Division
13	Ensure maintenance of licensing assets
14	Assist in preparing Daily and Monthly reports for drivers Licenses
15	Ensure accuracy of all licensing fees

Selection Criteria		Essential - Desirable	Weighting
Qualification	Degree or equivalent in Public Administration and/or Information Technology from a recognized Tertiary Institution.	Essential	
Work Experience	At least 3 years relevant working experience	Essential	
Knowledge and Skills	Demonstrate excellent interpersonal skills especially when dealing with clients and internal staff	Essential	
	Demonstrated ability to clearly communicate both orally and in writing in Samoan and English	Essential	
	Has Valid Private Driver's License	Essential	
	Hold valid and clean Police Report	Essential	

	Must be computer literate and has proven experience in Microsoft Office and basic data entry programs	Essential	
	Sound knowledge of the following • LTA Act 2007 • Road Traffic Ordinance 1960 • Road Traffic Regulations 1961 Other relevant legislations and policies	Desirable	

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