



Land Transport Authority

Job Application Form

Section 1: Position Details

<i>Division:</i>	<i>Corporate Services</i>	<i>Location:</i>	<i>LTA Office - Vaitele</i>
<i>Title:</i>	<i>Manager</i>	<i>Salary:</i>	<i>\$85,728.96per annum (3-year Contract)</i>

Section 2: Personal Details

<i>Full Name:</i>		<i>Gender:</i>	
<i>Contact Phone No:</i>		<i>Date of Birth (Day/Month/Year):</i>	
<i>Address:</i>			

Section 3: Education Details

<i>Most Recent Qualification</i>	<i>Major Area of Study</i>	<i>Institution Attended</i>	<i>Date Started</i>	<i>Date Finished</i>

Section 4: Training Details

<i>Trainings and Courses Relevant to the Position</i>	<i>Date</i>	<i>Duration</i>

Section 5: Employment History

Current/Most Recent Position

<i>Employer's Name:</i>		<i>Date:</i>	<i>Duration:</i>
<i>Position Title:</i>		<i>Number of Staff reporting to you</i>	
<i>Main Responsibilities:</i>			

Next previous position

Employer's Name:		Date:	Duration:
Position Title:		Number of Staff reporting to you	
Main Responsibilities:			

Next previous position

Employer's Name:		Date:	Duration:
Position Title:		Number of Staff reporting to you	
Main Responsibilities:			

Section 6: Selection Criteria *Please explain if you do meet the below minimum requirements*

Please provide claims as to why you satisfy each criterion

1	A Bachelor Degree in Commerce/Management field or relevant discipline. Essential
2	Must have at least 5 years of relevant experience in the Operation and Management of Human Resource. Essential
3	Demonstrate effective judgment to weigh up options and develop realistic solutions. Essential
4	Demonstrated ability to perform critical analysis and initiate HR policy interventions and advice to the Chief Executive Officer. Essential
5	Demonstrated ability to collaborate, network, negotiate and engage effectively with other Managers and with external stakeholders on issues pertaining to Human Resources and General Administration. Essential
6	Demonstrated ability to formulate, manage and achieve planned outcomes with approved resources and within agreed timeline in accordance with acceptable quality and ethical standards. Essential
7	Should be computer literate and has proven experience in Microsoft office software and other appropriate engineering and transport database. Essential
8	Excellent verbal/written communication skills and interpersonal skills in Samoan and English. Essential
9	Has sound knowledge of the following legislations; LTA Act 2007, LTA Regulations, Public Finance, Management Act 2001, Public Bodies Performance and Accountability Act 2001, Labour and Employment Act 2013. Essential

Section 7: Computer Literacy

Indicate competency level for each system

Competency level code: 1- no knowledge; 2-basic knowledge; 3-good working knowledge; 4- strong/advanced capabilities

Main Systems		Other Systems	
Microsoft Word		Microsoft Access	
Microsoft Excel		Other System (Specify)	
Microsoft PowerPoint		Other System (Specify)	
E-mail		Other System (Specify)	

Section 8: Discipline Records Check

Do you have a discipline record, any criminal convictions, or current legal proceedings against you?	No	Yes
--	----	-----

If yes, please provide discipline record

--

Section 9: Declaration of Close Relations

Do you have a close relative currently employed by Land Transport Authority?	No	Yes
--	----	-----

If yes, please provide name(s) and nature of relationship

--

Section 10: Declaration of Referees

	Name	Designation	Contact Phone No
1			
2			
3			

Section 11: Certification & Authorisation

I hereby certify that the information given in my application is true and correct.

Signature

--

Date

--

Please attach the following

1	Up to Date Curriculum Vitae	
2	Certified Academic qualifications and relevant trainings	
3	Written Reference from three(3) respected referees, two(2) of which are previous employers with their up to date contact details.	
4	Police Report (required)	

