



Land Transport Authority

Job Application Form

Section 1: Position Details

Division:	Information Technology (IT)	Location:	LTA Office - Vaitele
Title:	Manager	Salary:	\$85,729.00per annum (3-year Contract)

Section 2: Personal Details

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

Section 3: Education Details

Most Recent Qualification	Major Area of Study	Institution Attended	Date Started	Date Finished

Section 4: Training Details

Trainings and Courses Relevant to the Position	Date	Duration

Section 5: Employment History

Current/Most Recent 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:			

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	Must have a degree or higher qualification in Information Technology from a recognized tertiary institution. Essential
2	Must have at least 5 years of experience at a senior management level. Essential
3	Demonstrated ability to collaborate, network, negotiate and engage effectively with divisional employees, managers and with external stakeholders in issues pertaining to information and technologies. Essential
4	Demonstrated ability to perform critical analysis and initiate operational policy interventions and provide strategic advice to the Chief Executive Officer. Essential
5	Demonstrated ability to formulate, manage and achieve planned outcomes with approved resources and within agreed timelines in accordance with acceptable ethical standards. Essential
6	Knowledge of computer hardware and software systems and programs, computer networks, network administration and network installation. Essential
7	Has sound knowledge of the following legislations; LTA Act 2007, LTA Regulations, Public Finance Management Act 2001, Public Bodies Performance and Accountability Act 2001, Ministry of Works Act 2002, Labour and Employment Act 2013, Police Act. Desirable
8	
9	

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
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If yes, please provide discipline record

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Section 9: Declaration of Close Relations

Do you have a close relative currently employed by Land Transport Authority?	No	Yes
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If yes, please provide name(s) and nature of relationship

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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

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Date

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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)	

