



Land Transport Authority

Job Application Form

Section 1: Position Details

<i>Division:</i>	<i>Legal</i>	<i>Location:</i>	<i>LTA Office - Vaitele-uta</i>
<i>Title:</i>	<i>Manager Legal</i>	<i>Salary:</i>	<i>\$85,728.96 per annum</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

<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

<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>			

Section 6: Selection Criteria**Please provide claims as to why you satisfy each criterion**

1	A degree in Law and a practicing member of the Samoa Law Society.
2	At least 5 years practical experience in a legal advisory role preferably for a public utility.
3	A strong background in commercial law.
4	Sound working knowledge of all relevant legislation directly applicable to LTA including but not limited to the Land Transport Act 2007, Public Bodies (Performance & Accountability) Act 2001, Public Finance Management Act 2001, Labour & Employment Act 1972, Alienation of Customary Land Act 1965, Occupational Safety and Health Act 2002.
5	Sound working knowledge in legal interpretation, contract law, employment law and law (in particular an ability to deal with customary land leases in Samoa)
6	High level liaison and negotiation skills (in particular an ability to deal with customary beneficial land owners, professional consultants and other government agencies)
7	Strong planning and organizational skills including an ability to manage multiple and shifting priorities and to work within tight deadlines and budgets.
8	Highly developed written and oral communication skills in English and Samoan

9	Ability and willingness to initiate and implement corporate policies and change management processes.
10	Sound practical knowledge of commonly used programs, such as Microsoft Word and Excel

Indicate competency level for each system

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

<i>Main Systems</i>		<i>Other Systems</i>	
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?	<i>No</i>	<i>Yes</i>
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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?	<i>No</i>	<i>Yes</i>
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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	Curriculum Vitae	
2	Copies of Qualifications	
3	Written Reference from previous employer	
4	Police Report (if required)	