



# Land Transport Authority

## Job Application Form

### Section 1: Position Details

Division:	Legal	Location:	LTA Office - Vaitele-uta
Title:	Manager Legal	Salary:	\$84,048.00 per annum

### 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 provide claims as to why you satisfy each criterion**

1	Minimum Qualification of a degree in Law and a practicing member of the Samoa Law Society. <b>(Essential)</b>
2	At least 5 years practical experience in a legal advisory role preferably for a public utility. <b>(Essential)</b>
3	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. <b>(Essential)</b>
4	Sound working knowledge in legal interpretation, contract law, employment law and law (in particular an ability to deal with customary land leases in Samoa) <b>(Essential)</b>
5	High level liaison and negotiation skills (in particular an ability to deal with customary beneficial land owners, professional consultants and other government agencies) <b>(Essential)</b>
6	Strong planning and organizational skills including an ability to manage multiple and shifting priorities and to work within tight deadlines and budgets. <b>(Essential)</b>
7	Highly developed written and oral communication skills in English and Samoan <b>(Essential)</b>
8	Ability and willingness to initiate and implement corporate policies and change management processes. <b>(Essential)</b>

9	Sound practical knowledge of commonly used programs, such as Microsoft Word and Excel. <b>(Essential)</b>
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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	<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	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)