



Land Transport Authority

Job Application Form

Section 1: Position Details

<i>Division:</i>	<i>Savaii Operation</i>	<i>Location:</i>	<i>LTA Office - Salelologa</i>
<i>Title:</i>	<i>Manager</i>	<i>Salary:</i>	<i>\$84,048.00per 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 degree with major in transport management/ engineering/business management or equivalent from a recognized tertiary Institution. Essential
2	At least 3 years of experience at a senior management level. Essential
3	Proven relevant experience in transport management, road licensing and regulatory systems, enforcement, policies and procedures. Essential
4	Demonstrated ability to perform critical analysis and initiate related policy interventions where necessary and provide strategic advice to the Chief Executive Officer on road use, road operations and procurement/programming matters. Essential
5	Demonstrated ability to collaborate, network, negotiate and engage effectively with Divisional employees, Managers and with external stakeholders in issues pertaining to Savail Operations. 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	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 1972, Police Services Act 1977, Road Traffic Ordinance 1960 (Part IV), Road Traffic and Traffic Control Act 1990, Road Traffic Orders 1994, Accident and Compensation Act 1989, Membership of Statutory Boards and Authorities Act 2001, Public Service Act 2004. 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)	

