



Land Transport Authority

Job Application Form

Section 1: Position Details

<i>Division:</i>	<i>Executive</i>	<i>Location:</i>	<i>LTA Office - Vaitele-uta</i>
<i>Title:</i>	<i>Principal Internal Auditor</i>	<i>Salary:</i>	<i>G7S1 \$42,126.64 -G7S7 \$51,194.06 pa</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 provide claims as to why you satisfy each criterion

1	Minimum qualification of a Degree in Accounting or Business Management or Finance or an equivalent qualification. Essential
2	Have at least five years of auditing and/or accounting experience. Essential
3	Have excellent skills and experience in Auditing. Essential
4	Have good investigation and skills and experience. Essential
5	A member of Samoa Institute of Accountants or a member of a recognized Professional Body. Essential
6	Have good knowledge and experience in the government Procurement and Tender processes. Essential
7	Demonstrated ability to collaborate, network, negotiate and engage effectively with other staff members and with external stakeholders in issues pertaining to the operations of the Authority. Essential
8	Demonstrated ability to formulate, manage and achieve planned outcomes with approved resources and within agreed timelines in accordance with acceptable ethical standards. Essential
9	Excellent knowledge of PFM Act 2001, Public Bodies Act 2001, and other relevant Acts to Land Transport Authority. Essential
10	Proven experience in managing and leading a team, problem solving, strategic planning and performance management. Essential
11	Excellent knowledge in Word, Excel, Spreadsheets, MYOB or any other software. Desirable

12	Excellent skills in written reports and verbal communication (both Samoan and English). Desirable
-----------	---

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

<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>
--	-----------	------------

If yes, please provide discipline record

Section 9: Declaration of Close Relations

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

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	Curriculum Vitae	
2	Copies of Qualifications	
3	Written Reference from previous employer	
4	Police Report (if required)	