



Job Application Form

Due Date: 4th May 2021

Time: 12:00pm

Section 1: Position Details

Division:	<i>Project Management Division</i>	Location:	<i>LTA Office - Vaitele-uta</i>
Title:	<i>Junior Environmental Safeguard Officer</i>	Salary:	<i>\$20,986.06 per annum</i>

Section 2: Personal Details

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

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

Employer's Name:		Date:	Duration:
Position Title:		Number of Staff reporting to you	
Main Responsibilities:			

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 criteria

1	A suitable diploma in Environmental, Science or a relative technical qualification from a recognized Institution
2	Have at least 1 years of relevant experience in civil works and Contract management.
3	A knowledge of development partners' (ie: ADB, World Bank) and GoS safeguards procedures.
4	Competence in report writing, meeting presentation, and communication skills.
5	Competence in Microsoft Office software, and MS Project software for project scheduling.
6	Fluent in English and Samoan – both written and spoken.
7	A holder of a Current Samoan Driver's License

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