



## Job Application Form

**Due Date:** 4th May 2021

**Time:** 12:00pm

### Section 1: Position Details

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

### Section 2: Personal Details

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

### 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

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

### 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 criteria

1	A suitable diploma in Social, Science or a relative technical qualification from a recognized Institution
2	Have at least 1 years of relevant experience in being part of a team working on a civil works project, and have exposure to the activities relating to land acquisition, community consultation and addressing complaints.
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

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