



# Land Transport Authority

## Job Application Form

### Section 1: Position Details

<i>Division:</i>	<b>Savaii Operation Division</b>	<i>Location:</i>	<b>LTA Office - Salelologa</b>
<i>Title:</i>	<b>Manager SOD</b>	<i>Classification Level:</i>	<b>ACEO Level</b>
<i>Directly Supervises:</i>	<b>Savaii Operations Division</b>		
<i>Reports to:</i>	<b>The Chief Executive Officer for the effective and efficient strategic leadership and management of the Savaii Division to ensure the achievement and sustainability of the LTA's business goals and objectives.</b>		

### 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

<b>Most Recent Qualification</b>	<b>Major Area of Study</b>	<b>Institution Attended</b>	<b>Date Started</b>	<b>Date Finished</b>

### Section 4: Training Details

<b>Trainings and Courses Relevant to the Position</b>	<b>Date</b>	<b>Duration</b>

### 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**

<i>Employer's Name:</i>		<i>Date:</i>	<i>Durati on:</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>Durati on:</i>
<i>Position Title:</i>		<i>Number of Staff reporting to you</i>	
<i>Main Responsibilities:</i>			

**Section 6: Selection Criteria**

<b>1</b>	<b>Essential</b> Hold a Bachelor's Degree majoring in Civil Engineering or equivalent from a recognized Institution. A Diploma or Certificate in Civil Engineering may be considered with the right amount of work experience.
<b>2</b>	<b>Essential</b> At least 3 years of civil engineering, procurement and project management experience for those holding a Bachelor of Engineering degree. For those holding Diploma or Certificate level, must possess at least 5 years of civil engineering, procurement and project management experience
<b>3</b>	<b>Essential</b> At least 5 years of experience at a senior management level.
<b>4</b>	<b>Essential</b> Proven relevant experience in transport management, road licensing and regulatory systems, enforcement, policies and procedures.
<b>5</b>	<b>Essential</b> 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.
<b>6</b>	<b>Essential</b> Demonstrated ability to collaborate, network, negotiate and engage effectively with Divisional employees, Managers and with external stakeholders in issues pertaining to Savaii Operations.
<b>7</b>	<b>Essential</b> Demonstrated ability to formulate, manage and achieve planned outcomes with approved resources and within agreed timeline in accordance with acceptable quality and ethical standards.
<b>8</b>	<b>Essential</b> Should be computer literate and has proven experience in Microsoft office software and other appropriate engineering and transport database.
<b>9</b>	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 Samoa Labour and Employment Relations Act 2013

	Road Traffic Ordinance 1960 (Part IV) Road Traffic and Traffic Control Act 1990 Road Traffic Orders 1994 Membership of Statutory Boards and Authorities Act 2001
<b>10</b>	Can live and work in Savaii especially camp at Savaii during long periods such as lockdown

**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>
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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**

	<b>Name</b>	<b>Designation</b>	<b>Contact Phone No</b>
<b>1</b>			
<b>2</b>			
<b>3</b>			

**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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<b>Please attach the following</b>	
1	Up to date Curriculum Vitae
2	Certified academic qualifications and relevant trainings
3	3 Written Reference, 2 from previous employer with up to date contact details