



# Land Transport Authority

## Job Application Form

### Section 1: Position Details

<i>Division:</i>	<b>Road Operation Division</b>	<i>Location:</i>	<b>LTA Office - Vaitele-uta</b>
<i>Title:</i>	<b>Senior Engineer Maintenance &amp; Construction</b>	<i>Salary:</i>	<b>G5/S1 - G6/S7 \$26,817.16 - \$40,695</b>
<i>Reporting Structure</i>	<b>The Senior Engineer - Maintenance &amp; Construction for the effective and efficient strategic leadership and management of the work related to Maintenance and Construction of infrastructure 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>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 criterion**

<b>1</b>	<p><b><u>Qualification. Essential</u></b></p> <ul style="list-style-type: none"> <li>i. A degree majoring in Civil Engineering with years of working experience as stated below</li> <li>ii. Or equivalent (Diploma/NZCE) from a recognized tertiary institution with years of working experience as stated below.</li> <li>iii. Other engineering disciplines or has been working in the civil engineering discipline for more than 3 years of working experience as stated below.</li> </ul>
<b>2</b>	<p><b><u>Work Experience. Essential</u></b></p> <ul style="list-style-type: none"> <li>i. A degree in majoring in Civil Engineer with at least 1 year of working experience at the Engineer Officer level of routine maintenance and construction works</li> <li>ii. Or equivalent (Diploma/ NZCE) from a recognized tertiary institution with at least 2 years of working experience at the Engineer level of routine maintenance and construction works.</li> <li>iii. Or has been working in the civil engineering discipline for more than 3 years with minimum of 1 year at the Engineer Officer level of routine maintenance &amp; construction works</li> </ul>
<b>3</b>	<p><b><u>Knowledge and Skills. Desirable</u></b> Excellent verbal/ written communication skills and interpersonal skills in Samoan and English</p>
<b>4</b>	<p><b>Essential</b> Demonstrated ability to collaborate, network, negotiate and engage effectively with divisional employees, managers and with external stakeholders in issues pertaining to road operations.</p>
<b>5</b>	<p><b>Essential</b> Demonstrated ability to formulate, manage and achieve planned outcomes with approved resources and within agreed timelines in accordance with acceptable ethical standards.</p>
<b>6</b>	<p><b>Essential</b> Should be computer literate and has proven experience in Microsoft office software and other appropriate engineering database.</p>
<b>7</b>	<p><b>Desirable</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 Labour and Employment Act 2013.</p>

## 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	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