



Land Transport Authority

Job Application Form

Section 1: Position Details

<i>Division:</i>	Quality Assurance Division	<i>Location:</i>	LTA Office - Vaitele-uta
<i>Title:</i>	Manager Quality Assurance	<i>Classification Level:</i>	ACEO Level
<i>Directly Supervises:</i>	Laboratory and surveying staff of 17 people		
<i>Reports to:</i>	The Chief Executive Officer for the effective and efficient strategic leadership and management of the Quality Assurance Division (QAD) responsible for undertaking all quality control and surveying functions to ensure that roads, bridges, seawalls and drainages built by LTA comply with approved standards. This will contribute to the achievement and sustainability of the LTA's business and corporate goals and objectives.		

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>			
<i>Email:</i>			

Section 3: Education Details

Most Recent Qualification	Major Area of Study	Institution Attended	Date Started	Date Finished

Section 4: Training Details

Trainings and Courses Relevant to the Position	Date	Duration

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

1	<u>Essential</u> A degree with majors in engineering, engineering science or technology/surveying/quality assurance or any relevant qualification from a recognized tertiary Institution.
2	<u>Essential</u> At least three (3) years of experience at a senior management level.
3	<u>Essential</u> At least five (5) years of relevant experience in quality assurance, lab testing and land surveying.
4	<u>Essential</u> Demonstrated ability to perform critical analysis and initiate Operational policy interventions and provide strategic advice to the Chief Executive Officer.
5	<u>Essential</u> Demonstrated ability to collaborate, network, negotiates and engages effectively with Divisional employees, Managers and with external stakeholders in issues pertaining to road works quality assurance.
6	<u>Essential</u> Demonstrated ability to formulate, manage and achieve planned outcomes with approved resources and within agreed timelines in accordance with acceptable quality and ethical standards.
7	<u>Essential</u> Should be computer literate and has proven experience in Microsoft office software and other appropriate engineering database.
8	<u>Desirable</u> 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

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

	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