



Land Transport Authority

Job Application Form

Section 1: Position Details

<i>Division:</i>	Internal Audit Division	<i>Location:</i>	LTA Office - Vaitele-uta
<i>Title:</i>	Principal Compliance, Risk & Asset Auditor	<i>Salary:</i>	G7/S1 - G8/S7 \$42,126.64-\$65,875.99 p.a.

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

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>	

Main Responsibilities:		
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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 criterion

1	Qualification. Essential Minimum qualification of a Bachelor Degree in Accounting or Finance or equivalent from a recognized University
2	Work Experience. Essential Have at least 5 years of auditing and/or accounting experience.
3	Knowledge and Skills. Essential Have excellent skills and experience in Auditing.
4	Have good investigation skills and experience. Essential
5	Proven experience in managing and leading a team, problem solving, strategic planning and performance management. Essential
6	Excellent skills in writing reports and verbal communication. (both Samoan and English). Essential
7	A member of the Government of Samoa Internal Audit Forum or Samoa Institute of Accountants or any Auditing Professional Body. Essential
8	Should be computer literate and has proven experience in Microsoft office software and other appropriate engineering and transport database. Essential
9	Demonstrated ability to formulate, manage and achieve planned outcomes with approved resources and within agreed timeline in accordance with acceptable quality and ethical standards. Essential
10	Demonstrated ability to collaborate, network, negotiates and engages effectively with Divisional employees, Managers and with external stakeholders in issues. Essential
11	Demonstrated ability to perform critical analysis and initiate related policy interventions where necessary and provide strategic advice to the Internal Audit Manager on Compliance, Risk & Asset management. Essential
12	Excellent knowledge of PFM Act 2001, Public Bodies Act 2001, and other relevant Acts to Land Transport Authority. Essential

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