



Land Transport Authority

Job Application Form

Section 1: Position Details

<i>Division:</i>	Project Management Division	<i>Location:</i>	LTA Office - Vaitele-uta
<i>Title:</i>	Safeguard Officer (Contract Level)	<i>Salary:</i>	Grade 9
<i>Reporting Structure</i>	The Safeguard Officer will be directly accountable to the Project Management Division Manager; will oversee the LTA Principal and Senior Safeguards Officers. This is a Contracts level position.		

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>	
<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

1	Qualification. Essential A suitable Bachelor degree in environmental science/ engineering or social science from a recognized tertiary institution. Master's degree in relevant discipline would be an advantage
2	Work Experience. Essential At least 3 years' experience principally in E&S risk management on road and or other major infrastructure projects in Samoa or other Pacific country
3	Knowledge & Skills. Desirable At least 3 years' experience of GoS and/or World Bank (or similar development agency) E&S safeguards/ standards procedures and requirements
4	Essential Competence in report writing, meeting presentation, and communication skills
5	Essential Competence in Microsoft office software and MS Project software for project scheduling
6	Essential Fluent in English and Samoan – both written and spoken

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