



Land Transport Authority

Job Application Form

Section 1: Position Details

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|--------------------|---|------------------|--|
| <i>Division:</i> | Procurement & Programming Division | <i>Location:</i> | LTA Office - Vaitele-uta |
| <i>Title:</i> | Civil Engineer Infrastructure and Climate Resilient Design | <i>Salary:</i> | G9/S1 -G9/S7 \$68,957.76 - \$89,832.13 p.a. 3 Year Contract |
| <i>Reports to:</i> | Report to the Manager of the Division on all matters relating to road safety & traffic in Samoa, and to ensure that they are implemented in accordance with LTA standards, objectives and targets. | | |

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 |
|----------------------------------|----------------------------|-----------------------------|---------------------|----------------------|
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Section 4: Training Details

| Trainings and Courses Relevant to the Position | Date | Duration |
|---|-------------|-----------------|
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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

Please provide claims as to why you satisfy each criterion

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|----------|--|
| 1 | <u>Qualification. Essential</u> Tertiary qualification of Bachelor's Degree in Civil Engineering or relevant discipline from a recognized institution. |
| 2 | <u>Work Experience. Essential</u> Minimum 3 years of relevant work experience, particularly infrastructural works an advantage |
| 3 | <u>Knowledge & Skills. Essential</u> Strong written and verbal communication in both English and Samoan language. |
| 4 | <u>Essential</u> Sound knowledge of Engineering standards and contract management standards |
| 5 | <u>Essential</u> Ability to plan, monitor and manage projects efficiently. |
| 6 | <u>Essential</u> Ability to provide technical advice regarding design, construction or program modifications to road engineering and managerial personnel. |
| 7 | <u>Desirable</u> Knowledge of relevant legislations (LTA Act & LTA Regulations) |
| 8 | <u>Desirable</u> Demonstrated ability to work under minimum supervision. |
| 9 | <u>Essential</u> Should be computer literate and has proven experience in Microsoft office software and other appropriate engineering database. |

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

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| 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

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| 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 & Authorization

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

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|---|---|
| 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 |