



# Land Transport Authority

## Job Application Form

### Section 1: Position Details

<i>Division:</i>	<b>Project Management Division</b>	<i>Location:</i>	<b>LTA Office - Vaitele-uta</b>
<i>Title:</i>	<b>Senior Safeguard Officer</b>	<i>Salary:</i>	<b>G5/S1 - G6/ S7 \$26,817.16 - \$40,695.00p.a</b>
<i>Reporting Structure</i>	<b>Senior Safeguard Officer will report to the Principal Safeguards Officer and/ or the Project Management Division Manager depending on the directive from the Manager</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>	<b><u>Qualification. Essential</u></b> A suitable diploma in Environmental, Science or a relative technical qualification from a recognized Institution
<b>2</b>	<b><u>Work Experience. Essential</u></b> At least 1 years' of relevant experience in safeguards
<b>3</b>	<b><u>Knowledge &amp; Skills. Desirable</u></b> A knowledge of safeguard requirement of development partners (ie: World Bank) and GoS
<b>4</b>	<b><u>Essential</u></b> Competence in report writing, meeting presentation, and communication skills
<b>5</b>	<b><u>Essential</u></b> Competence in Microsoft office software and MS Project software for project scheduling
<b>6</b>	<b><u>Essential</u></b> Fluent in English and Samoan – both written and spoken
<b>7</b>	<b><u>Essential</u></b> Current Samoan Driver's License

**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?	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