



# Land Transport Authority

## Job Application Form

### Section 1: Position Details

<i>Division:</i>	<b>Road Use Management Division</b>	<i>Location:</i>	<b>LTA Office - Vaitele-uta</b>
<i>Title:</i>	<b>Manager RUM</b>	<i>Classification Level:</i>	<b>ACEO Level (3 year contract)</b>
<i>Directly Supervises:</i>	<b>Road Use Management Division</b>		
<i>Reports to:</i>	<b>The Chief Executive Officer for the effective and efficient strategic leadership and management of the Information Technology Division to ensure the achievement and sustainability of the LTA's business goals and objectives.</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>			
<i>Email:</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

Employer's Name:		Date:	Duration:
Position Title:		Number of Staff reporting to you	
Main Responsibilities:			

### Next previous position

Employer's Name:		Date:	Duration:
Position Title:		Number of Staff reporting to you	
Main Responsibilities:			

### Next previous position

Employer's Name:		Date:	Duration:
Position Title:		Number of Staff reporting to you	
Main Responsibilities:			

## Section 6: Selection Criteria

1	<b><u>Qualification - Essential</u></b> Minimum qualification of a Bachelor Degree with a major in transport management, public administration management or equivalent from a recognized institution.
2	<b><u>Work Experience -Essential</u></b> Minimum of 6 years working experience in leadership and senior management level in the field of road use & transport management.
3	<b><u>Essential</u></b> Sound understanding of transport securities, safety and road safety issues
4	<b><u>Knowledge &amp; Skills -Essential</u></b> Demonstrated ability to perform critical analysis and initiate transport policies, vehicle registration and license promotion interventions and provide strategic advice to the CEO on road use matters.
5	<b><u>Essential</u></b> Sound knowledge of the Authority's operations that are appropriate to the position
6	<b><u>Essential</u></b> Demonstrated ability to collaborate, network negotiate and engage effectively with divisional staff, managers and with external stakeholders on issues pertaining to road use.
7	<b><u>Essential</u></b> Demonstrated ability to formulate, manage and achieve planned outcomes with approved resources and within agreed timelines in accordance with acceptable quality and ethical standards.
8	<b><u>Essential</u></b> Relevant experience and understanding of transport systems, licensing and regulatory
9	<b><u>Essential</u></b> Demonstrated ability to use database management systems for management of road use information and generating system reports for decision making.
10	<b><u>Essential</u></b> Should be computer literate with proven experience in RTAS and Microsoft Office software.
11	<b><u>Essential</u></b> Has sound knowledge of the following legislations; <ul style="list-style-type: none"> <li>• LTA Act 2007</li> <li>• LTA Regulations</li> </ul>

	<ul style="list-style-type: none"> <li>• Road Traffic Ordinance 1960</li> <li>• Road Traffic Regulation 1961 and amendments</li> <li>• Public Finance Management Act 2001</li> <li>• Public Bodies Performance and Accountability Act 2001</li> <li>• Labour and Employment Act 2013</li> <li>• Police Service Act 2009</li> </ul>
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**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**

	<b>Name</b>	<b>Designation</b>	<b>Contact Phone No</b>
<b>1</b>			
<b>2</b>			
<b>3</b>			

**Section 11: Certification & Authorisation**

I hereby certify that the information given in my application is true and correct.

**Signature**

**Date**

**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