



# Land Transport Authority

## Job Application Form

### Section 1: Position Details

|                  |  |                  |  |
|------------------|--|------------------|--|
| <i>Division:</i> | <b>QUALITY ASSURANCE DIVISION</b>                          | <i>Location:</i> | <b>LTA Office - Vaitele</b>                            |
| <i>Title:</i>    | <b>Principal Land Surveyor<br/>(Donor Funded Projects)</b> | <i>Salary:</i>   | <b>G7/S1 - G8/S7<br/>\$42,126.64- \$65,875.99 p.a.</b> |

### Section 2: Personal Details

|                          |  |  |               |
|--------------------------|--|--|---------------|
| <i>Full Name:</i>        |  | <i>Gender:</i>                         | <b>Female</b> |
| <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

|                        |  |                                  |           |
|------------------------|--|----------------------------------|-----------|
| 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 | <p><b>Qualification.</b><br/>A Degree in Land Surveying (B. Surv) or equivalent with Land Surveying major. <b>Essential</b></p>   |
| 2 | <p><b>Work Experience.</b><br/>A Samoan Registered License Surveyor. <b>Essential</b></p>   |
| 3 | <p><b>Knowledge &amp; Skills.</b><br/>At least 5 years work experience as a land Surveyor. <b>Essential</b></p>   |
| 4 | <p>Demonstrated ability to collaborate, network, negotiate and engage effectively with divisional employees, managers and with external stakeholders in issues pertaining to road operations. <b>Essential</b></p>  |
| 5 | <p>Demonstrated ability to formulate, manage and achieve planned outcomes with approved resources and within agreed timelines in accordance with acceptable ethical standards. <b>Essential</b></p>   |
| 6 | <p>Should be computer literate and has proven experience in Microsoft office software and other appropriate engineering database. <b>Essential</b></p>  |
| 7 | <p>Excellent verbal / written communication skills and interpersonal skills in Samoan and English. <b>Essential</b></p>   |
| 8 | <p>Has sound knowledge of the following legislations:</p> <ul style="list-style-type: none"> <li>• Survey Act 2010</li> <li>• Lands and Environment Act 1989</li> <li>• Land Taking Act 1964</li> <li>• Survey Regulations</li> <li>• LTA Act 2007</li> <li>• LTA Regulations</li> <li>• Public Finance Management Act 2001</li> <li>• Public Bodies Performance and Accountability Act 2001</li> <li>• Ministry of Works Act 2002</li> <li>• Labour and Employment Act 2013. <b>Essential</b></li> </ul> |

### 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 |
|--|----|-----|

*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 |
|--|----|-----|

*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**

|   |   |
|---|---|
| 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 |