



Land Transport Authority

Job Application Form

Section 1: Position Details

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|----------------------------|---|---|
| Division: | <i>Road Operations</i> | <i>LTA Office - Vaitele-uta</i> |
| Title: | <i>Principal Engineering Officer Maintenance & Construction</i> | <i>G7/S1 - G8/S7 \$45,075.50-\$70,487.31 p.a.</i> |
| Reporting Structure | <i>The Civil Engineer Maintenance for the effective and efficient supervision of all maintenance & construction activities of Road Operations Division to ensure the achievement and sustainability of the LTA's business goals and objectives.</i> | |

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

| <i>Most Recent Qualification</i> | <i>Major Area of Study</i> | <i>Institution Attended</i> | <i>Date Started</i> | <i>Date Finished</i> |
|----------------------------------|----------------------------|-----------------------------|---------------------|----------------------|
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Section 4: Training Details

| <i>Trainings and Courses Relevant to the Position</i> | <i>Date</i> | <i>Duration</i> |
|---|-------------|-----------------|
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Section 5: Employment History

Current/Most Recent Position

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|-------------------------|--|---|------------------|
| <i>Employer's Name:</i> | | <i>Date:</i> | <i>Duration:</i> |
| <i>Position Title:</i> | | <i>Number of Staff reporting to you</i> | |

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

Please provide claims as to why you satisfy each criterion

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| 1 | <p><u>Qualification</u></p> <ul style="list-style-type: none"> i. A Degree majoring in Civil Engineering with years of working experience as stated below. ii. Or equivalent (Diploma/NZCE) from a recognized tertiary institution with years of working experience as stated below. iii. Or has been working in the civil engineering discipline for more than 10 years of working experience as stated below. Essential |
| 2 | <p><u>Work Experience</u></p> <ul style="list-style-type: none"> i. A Degree majoring in Civil Engineering with at least 2 years of working experience at the Senior Engineer Officer level of routine maintenance and construction works. ii. Or equivalent (Diploma/NZCE) from a recognized tertiary institution at least 2 years of working experience at the Senior Engineer Officer level of routine maintenance and construction works. iii. Or has been working in the civil engineering discipline for more than 10 years within the minimum of 2 years at the Senior Engineer Officer level of routine maintenance and construction works. Essential |
| 3 | <p><u>Knowledge and Skills</u></p> <p>Demonstrated ability to collaborate, network, negotiate and engage effectively with divisional employees, managers and with external stakeholders in issues pertaining to road operations. Essential</p> |
| 4 | <p>Demonstrate ability to formulate, manage and achieve planned outcomes with approved resources and within agreed timelines in accordance with acceptable ethical standards. Essential</p> |
| 5 | <p>Demonstrated ability to formulate routine maintenance program and the ability to carry out routine maintenance full assessment. Essential</p> |

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| 6 | Should have strong written/ verbal communication and Interpersonal skills. Essential |
| 7 | Should be computer literate and has proven experience in Microsoft office software and other appropriate engineering database. Essential |
| 8 | Has sound knowledge of the following legislations: LTA Act 2007 LTA Regulations Public Finance Management Act 2001 Public Bodies Performance and Accountability Act 2001 Labour and Employment Act 2013. Desirable |

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? | <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

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| 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 |
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| 1 | | | |
| 2 | | | |

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| 3 | | | |
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Section 11: Certification & Authorization

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 |
| 4 | Police Report (if Required) |