



# Land Transport Authority

## Job Application Form

### Section 1: Position Details

<i>Division:</i>	<b>Road Operation Division</b>	<i>Location:</i>	<b>LTA Office - Vaitele-uta</b>
<i>Title:</i>	<b>Civil Engineer Maintenance &amp; Construction</b>	<i>Salary:</i>	<b>G9/S1 - G9/S7 \$71,026.49 - \$92,527.10 p.a. Contract (3 years)</b>
<i>Reporting Structure</i>	<b>The Manager Road Operations Division for the effective and efficient supervision of all maintenance &amp; construction activities of the Road Operations 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>			

### 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

1	<p><b><u>Qualification.</u></b></p> <ul style="list-style-type: none"> <li>• A degree majoring in Civil Engineering with at 5 least years of working experience as stated below</li> <li>• Or equivalent (Diploma /NZCE) from a recognized tertiary institution with at least 5 years of working experience as stated below.</li> <li>• Or has been working in the civil engineering discipline for more than 10 years and least of years of experience as stated below. <b>Essential</b></li> </ul>
2	<p><b><u>Work Experience.</u></b></p> <ul style="list-style-type: none"> <li>• A degree in majoring in Civil Engineer with at least 2 years of working experience at the Principal Engineer Officer level of routine maintenance and infrastructural construction works.</li> <li>• Or Equivalent (Diploma/NZCE) from a recognized tertiary institution with at least 2 years of working experience at the Principal Engineer level of routine maintenance and infrastructural construction works.</li> <li>• Or has been working in the Civil Engineering discipline for more than 10 years with the minimum of 2 years at the Principal Engineer level of infrastructural construction and maintenance works. <b>Essential</b></li> </ul>
3	<p><b><u>Knowledge and Skills.</u></b> Excellent verbal/written communication skills and interpersonal skills in Samoa and English. <b>Essential</b></p>
4	<p>Demonstrated ability to collaborate, network, negotiate and engage effectively with divisional employees, managers and eternal stakeholders in issues pertaining to road operations. <b>Essential</b></p>
5	<p><b>Essential</b> Demonstrated ability to formulate, manage and achieve planned outcomes with approved resources and within agreed timelines in accordance with acceptable ethical standards.</p>
6	<p>Demonstrated ability to design (manually &amp; software wise) and supervise road construction works according to acceptable international standards. <b>Essential</b></p>
7	<p>Demonstrated ability in report writing on construction works and propose works with full propose details of the project. <b>Essential</b></p>
8	<p>Should be computer literate and has proven experience in Microsoft Office Software and other appropriate engineering Database. <b>Essential</b></p>
9	<p>Has sound knowledge of the following legislations: LTA Act 2007 LTA Regulations Public Finance Management Act 2001 Public Bodies Performance and Accountability Act 2001 Ministry of Works Act 2002 Labor and Employment Act 2013. <b>Desirable</b></p>

## 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?	<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**

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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