



# Land Transport Authority

## Job Application Form

### Section 1: Position Details

<i>Division:</i>	<b>Legal Division</b>	<i>Location:</i>	<b>LTA Office - Upolu</b>
<i>Title:</i>	<b>Manager Legal</b>	<i>Salary:</i>	<b>ACEO Level</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

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	<b>Qualification.</b> Minimum qualification of a degree in Law and a practicing member of the Samoa law Society. <b>Essential</b>
2	<b>Work Experience.</b> Must have at least 5 years practical experience in a legal advisory role preferably for a public utility. <b>Essential</b>
3	<b>Knowledge &amp; Skills.</b> Sound working knowledge of all relevant legislation directly applicable to LTA including but not limited to the <ol style="list-style-type: none"> <li>1. Land Transport Act 2007</li> <li>2. Public Bodies ( Performance &amp; Accountability ) Act 2001,</li> <li>3. Public Finance Management Act 2001</li> <li>4. Labour &amp; Employment Act 2003,</li> <li>5. Alienation of Customary Land Act 1965,</li> <li>6. Occupational Safety and Health Act 2002. <b>Essential</b></li> </ol>
4	Sound working knowledge in legal interpretation, contract law, employment law and land law (in particular the area of customary land leases in Samoa). <b>Essential</b>
5	High level liaison and negotiation skills (in particular and ability to deal with customary beneficiary land owners, professional consultants and other government agencies). <b>Essential</b>
6	Strong planning and organizational skills including an ability to manage multiple and shifting priorities and to work within tight deadlines and budgets <b>Desirable</b>
7	Highly developed written and oral communications skills in English and Samoan. <b>Essential</b>
8	Ability and willingness to initiate and implement corporate policies and change management processes. <b>Essential</b>
9	Sound practical knowledge of commonly used programs, such as Microsoft Word and Excel. <b>Essential</b>

### 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 & 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