



Land Transport Authority

Job Application Form

Section 1: Position Details

<i>Division:</i>	CORPORATE SERVICE DIVISION	<i>Location:</i>	LTA Office - Vaitele
<i>Title:</i>	PRINCIPAL HUMAN RESOURCE & ADMINISTRATION OFFICER	<i>Salary:</i>	G7/S1 - G8/S7 \$45,050.50-\$70,487.31 p.a.

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

Most Recent Qualification	Major Area of Study	Institution Attended	Date Started	Date Finished

Section 4: Training Details

Trainings and Courses Relevant to the Position	Date	Duration

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>Qualification. Must have a degree with majors in Management, Administration, Human Resources Management or any related qualification from a recognized tertiary Institution. Essential</p>
2	<p>Work Experience. Must have at least 5 years of relevant experiences in human resource management. Essential</p>
3	<p>Must have extensive knowledge in payroll processes and the utilization of go payroll system. Essential</p>
4	<p>Knowledge & Skills. Strong written and verbal communication in both English and Samoan language. Essential</p>
5	<p>Demonstrated ability to network, and engage effectively with other staff members and with external stakeholders in issues pertaining to human resource and administration services. Essential</p>
6	<p>Demonstrated ability to assist in achieving planned outcomes with approved resources and within agreed timelines in accordance with policies. Essential</p>
7	<p>Extensive knowledge in report writing, research conduction and data analysis. Essential</p>
8	<p>Should be computer literate and has proven experience in Microsoft Word, /Excel, and other software etc. Essential</p>
9	<p>Has sound knowledge of the following legislations;</p> <ul style="list-style-type: none"> • 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 2003. 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

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
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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?	No	Yes
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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
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