



# 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<br/>\$71,026.49 - \$92,527.10 per annum<br/>Contract (3 years)</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> |                  |

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

|   |   |
|---|---|
| 1 | <p><b><u>Qualification.</u></b></p> <ul style="list-style-type: none"> <li>• A degree majoring in Civil Engineering with at least 5 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>Work Experience.</b></p> <ul style="list-style-type: none"> <li>• A degree majoring in Civil Engineering with at least 2 years of working experience at the Principal Level of routine maintenance and infrastructural works</li> <li>• Or equivalent (Diploma /NZCE) form 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 minimum of 2 years at the Principal Engineer level of infrastructural construction and maintenance works. <b>Essential</b></li> </ul> |
| 3 | <p><b>Knowledge &amp; Skills.</b><br/>Excellent verbal/written communications skills and interpersonal skills in Samoan and English. <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>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;<br/>LTA Act 2007<br/>LTA Regulations<br/>Public Finance Management Act 2001<br/>Public Bodies Performance and Accountability Act 2001, Ministry of Works Act 2002<br/>Labour 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? | No | Yes |
|--|----|-----|

*If yes, please provide discipline record*

|  |
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|  |
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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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|  |
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## Section 10: Declaration of Referees

|   | Name | Designation | Contact Phone No |
|---|------|-------------|------------------|
| 1 |      |             |                  |
| 2 |      |             |                  |
| 3 |      |             |                  |

## 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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|  |
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| <b>Please attach the following</b> |   |
|------------------------------------|---|
| 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                                  | Valid Police Report   |