



# Land Transport Authority

## Job Application Form

### Section 1: Position Details

<i>Division:</i>	<b>PROJECT MANAGEMENT DIVISION</b>	<i>Location:</i>	<b>LTA Office - Vaitele</b>
<i>Title:</i>	<b>Contracts Engineer - ADB</b>	<i>Salary:</i>	<b>G9/S1 - G9/S7 \$72,447.02-\$94,377.64 (3YEARS CONTRACT)</b>
<i>Reporting Structure</i>	<b>Contracts Engineer will be directly accountable to the Project Management Division Manager</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>
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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

1	<b>Qualification.</b> A suitable Degree in Civil Engineering, Project Management, Environmental Science or other related fields from recognized Institution. <b>Essential</b>
2	<b>Work Experience.</b> Have at least 3 years' experience principally in civil works and contract administration. <b>Essential</b>
3	<b>Knowledge and Skill</b> Appropriate involvement and/or experience in similar projects in Samoa or other developing countries, including least, developed countries is desirable. <b>Essential</b>
4	A knowledge of JICA, GoS and other Donor Agency procedures. <b>Desirable</b>
5	Competence in report writing, meeting presentation, and communication skills. <b>Essential</b>
6	Competence in Microsoft Office software, and MS Project software for project scheduling. <b>Essential</b>
7	Fluent in English and preferable Samoan – both written and spoken. <b>Essential</b>
8	A holder of a Current Samoan Driver's License. <b>Desirable</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?	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

