



# Land Transport Authority

## Job Application Form

### Section 1: Position Details

<i>Division:</i>	<b>PROCUREMENT &amp; PROGRAMMING DIVISION</b>	<i>Location:</i>	<b>LTA Office - Vaitele</b>
<i>Title:</i>	<b>Engineering Officer-Road Safety &amp; Drainage</b>	<i>Salary:</i>	<b>G4/S1-G4/S7 \$23,128.73-\$28,545.89 p.a.</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

<i>Most Recent Qualification</i>	<i>Major Area of Study</i>	<i>Institution Attended</i>	<i>Date Started</i>	<i>Date Finished</i>

### Section 4: Training Details

<i>Trainings and Courses Relevant to the Position</i>	<i>Date</i>	<i>Duration</i>

### 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>		
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**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**

<b>1</b>	<b>Qualification.</b> Tertiary qualification in an engineering discipline such as NZCE, NZ Diploma of Highway Technology, Australian Diploma (AQF) Engineering OR Equivalent. <b>Essential</b>
<b>2</b>	<b>Work Experience.</b> Minimum 1 year of relevant work experience, particularly infrastructural works. <b>Essential</b>
<b>3</b>	<b>Knowledge and Skills.</b> Experience in simple engineering design of minor road infrastructure developments. <b>Essential</b>
<b>4</b>	Experience in contract tender process, bidding and contract management. <b>Essential</b>
<b>5</b>	Strong written and verbal communication in both English and Samoan Language. <b>Essential</b>
<b>6</b>	Sound knowledge of engineering standards and contract management standards. <b>Desirable</b>
<b>7</b>	Knowledge of Samoa road construction industry. <b>Desirable</b>
<b>8</b>	Knowledge of relevant legislations (LTA Act & LTA Regulations). <b>Desirable</b>
<b>9</b>	Demonstrated ability to work under minimum supervision. <b>Essential</b>
<b>10</b>	Should be computer literate and has a valid driver's license. <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

<i>Main Systems</i>		<i>Other Systems</i>	
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?	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	
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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