



Land Transport Authority

Job Application Form

Section 1: Position Details

| | | | |
|------------------|--------------------------------|------------------|---------------------------------|
| <i>Division:</i> | Road Operation Division | <i>Location:</i> | LTA Office - Vaitele-uta |
| <i>Title:</i> | Manager | <i>Salary:</i> | ACEO Level |

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 |
|----------------------------------|----------------------------|-----------------------------|---------------------|----------------------|
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Section 4: Training Details

| Trainings and Courses Relevant to the Position | Date | Duration |
|---|-------------|-----------------|
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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><u>Qualification.</u> A Bachelor's degree with majors in civil engineering (BE Civil) or equivalent from a recognized tertiary Institution. A Diploma or Certificate in Civil Engineering may be considered with the right experience. A CPENG registration with the Institute of Engineers Samoa (IPES) will be an advantage. Essential</p> |
| 2 | <p><u>Work Experience.</u> At least 3 years of experience for the BE and 5 years for the Diploma or Certificate level, at a Senior Management level in a road construction related work environment. Essential</p> |
| 3 | <p><u>Knowledge & Skills.</u> At least 5 years of relevant experience for the BE and 7 years for the Diploma or Certificate level, in senior role in road construction and supervision. Essential</p> |
| 4 | <p>Demonstrated ability to perform critical analysis and initiate Operational policy interventions and provide strategic advice to the Chief Executive Officer. Essential</p> |
| 5 | <p>Demonstrated ability to collaborate, network, negotiate and engage effectively with Divisional employees, Managers and with external stakeholders in issues pertaining to Road Operations. Essential</p> |
| 6 | <p>Demonstrated ability to formulate, manage and achieve planned outcomes with approved resources and within agreed timelines in accordance with acceptable quality and ethical standards. Essential</p> |
| 7 | <p>Should be computer literate and has proven experience in Microsoft office software and other appropriate engineering database. Essential</p> |
| 8 | <p>Has sound knowledge of the following legislations; & Documents LTA Act 2007 LTA Regulations Public Finance Management Act 2001 Public Bodies Performance and Accountability Act 2001, GOS Procurement & Tender Guidelines LTA Specifications and tender & Contract documents Labour and Employment Act 2013 Road Traffic Ordinance 1960 (Part IV) Road Traffic and Traffic Control Act 1990 Road Traffic Orders 1994 Membership of Statutory Boards and Authorities Act 2001. Desirable</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

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

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| 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 & 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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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 |

