



# 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>Civil Engineer Contracts &amp; Asset Management</b>	<i>Salary:</i>	<b>G9/S1-G9/S7 \$72,447.02-\$94,377.64 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

<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:		
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### 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> Tertiary qualification of Bachelor's Degree in Civil or relevant engineering discipline from a recognized institution. <b>Essential</b>
2	<b>Work Experience.</b> At least 5 years of relevant work experience, particularly in Procurement of relevant works, contract management using GoS Procurement Guidelines and asset management system pertaining to road and related infrastructure. Also in supervision of construction contract works. <b>Essential</b>
3	<b>Knowledge and Skills.</b> Sound knowledge of Engineering standards and contract management standards. <b>Essential</b>
4	Demonstrated ability to provide technical advice regarding design, construction, or program modifications to road engineering asset management and managerial personnel. <b>Essential</b>
5	Demonstrated ability to work under minimum supervision. <b>Essential</b>
6	Should be computer literate and has proven experience in Microsoft Office software and other appropriate engineering Software and databases. <b>Essential</b>
7	Demonstrated ability in written and verbal communication in both English and Samoan languages, and effective liaising with key Authority stakeholders. <b>Essential</b>
8	Have working knowledge of the following legislations and government guidelines: LTA Act 2007 LTA Regulations Public Finance Management Act 2001 Public Bodies Performance and Accountability Act 2001 Government of Samoa Procurement Guidelines. <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

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
4	Valid Police Report