



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>	Senior Engineering Officer Maintenance & Construction	<i>Salary:</i>	G5/S1 - G6/S7 \$29,555.19 - \$44,849.95 per annum

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

Section 4: Training Details

Trainings and Courses Relevant to the Position	Date	Duration

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></p> <ul style="list-style-type: none"> • A degree majoring in Civil Engineering with years of working experience as stated below. • Or equivalent (Diploma/NZCE) from a recognized tertiary Institution with years of working experience as stated below. • Or has been working in the civil engineering discipline for more than 10 years of working experience as stated below. Essential
2	<p><u>Work Experience.</u></p> <ul style="list-style-type: none"> • A degree majoring in Civil Engineering with at least 2 years of working experience as a general Engineer on maintenance & construction. • Or equivalent (Diploma /NZCE) form a recognized tertiary institution with at least 3 years of working experience at the Engineer Officer level of routine maintenance and construction works. • Or has been working in the civil engineering discipline for more than 10 years with minimum of 5 years at Engineer officer level of routine maintenance & Construction works. Essential
3	<p><u>Knowledge & Skills.</u></p> <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>
4	<p>Demonstrated ability to formulate, manage and achieve planned outcomes with approved resources and within agreed timelines in accordance with acceptable ethical standards. Essential</p>
5	<p>Demonstrated ability to formulate routine maintenance program and the ability to carry out routine maintenance full assessment. Essential</p>
6	<p>Should have strong written / verbal communications and Interpersonal skills. 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; LTA Act 2007 LTA Regulations Public Finance Management Act 2001 Public Bodies Performance and Accountability Act 2001, Labour and Employment Act 2013. 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

Do you have a discipline record, any criminal convictions, or current legal proceedings against you?	No	Yes
--	----	-----

If yes, please provide discipline record

--

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

--

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

--

Date

--

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