



Land Transport Authority

Job Application Form

Section 1: Position Details

<i>Division:</i>	Legal Division	<i>Location:</i>	LTA Office - Upolu
<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

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	<u>Qualification.</u> Minimum qualification of a degree in Law and a practicing member of the Samoa Law Society. Essential
2	Work Experience. Must have at least 5 years practical experience in a legal advisory role preferably for a public utility. Essential
3	Knowledge & Skills. Sound working knowledge of all relevant legislation directly applicable to LTA including but not limited to the <ol style="list-style-type: none"> 1. Land Transport Act 2007, 2. Public Bodies (Performance & Accountability) Act 2001, 3. Public Finance Management Act 2001, 4. Labour & Employment Act 2003' 5. Alienation of Customary Land Act 1965, 6. Occupational Safety and Health Act 2002. Essential
4	Sound working knowledge in legal interpretation, contract law, employment law and land law (in particular the area of customary land leases in Samoa) Essential
5	High level liaison and negotiation skills (in particular an ability to deal with customary beneficial land owners, professional consultants and other government agencies). Essential
6	Strong planning and organizational skills including an ability to manage multiple and shifting priorities and to work within tight deadlines and budgets. Essential
7	Highly developed written and oral communication skills in English and Samoan. Essential
8	Ability and willingness to initiate and implement corporate policies and change management processes. Essential
9	Sound practical knowledge of commonly used programs, such as Microsoft Word and Excel. Essential

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?	<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?	<i>No</i>	<i>Yes</i>
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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

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