



## Job Application Form

### Section 1: Position Details

Division:	<b>PROCUREMENT &amp; PROGRAMMING DIVISION</b>	Location:	<b>LTA Office – Vaitele</b>
Title:	<b>Engineering Officer- Assets</b>	Salary:	<b>G4/S1-G4/S7 \$23,128.73-\$28,555.89 p.a</b>
Reporting Structure	<b>Report to the Principal Engineer of Planning and Assets for providing accurate and available system data which is critical to the development of the National Road Programmed.</b>		

### Section 2: Personal Details

Full Name:		Gender:	
Contact Phone No:		Date of Birth (Day/Month/Year):	
Address:			

### 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

Employer's Name:		Date:	Duration:
Position Title:		Number of Staff reporting to you	

<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 Computer Science / Information Systems. <b>Essential</b>
<b>2</b>	<b>Work Experience.</b> Minimum 1 years of relevant work experience, particularly in management of database assets systems / GIS systems. <b>Essential</b>
<b>3</b>	<b>Knowledge and Skill</b> Strong written and verbal communication both in English and Samoan language. <b>Essential</b>
<b>4</b>	Sound knowledge of Engineering standards and contract management standards. <b>Desirable</b>
<b>5</b>	Knowledge of the Samoa road construction industry. <b>Desirable</b>
<b>6</b>	Knowledge of relevant legislations (LTA Act & LTA Regulations). <b>Desirable</b>
<b>7</b>	Demonstrated ability to work under minimum supervision. <b>Essential</b>
<b>8</b>	Must 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

<b>Main Systems</b>		<b>Other Systems</b>	
Microsoft Word		Microsoft Access	
Microsoft Excel		Other System (Specify)	
Microsoft PowerPoint		Other System (Specify)	

E-mail		Other System (Specify)	
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### 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.

	Names	Designation	Contact Phone No
1			
2			
3			

### Section 9: 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

