



Job Application Form

Section 1: Position Details

Division:	PROJECT MANAGEMENT DIVISION	Location:	LTA Office - Vaitele
Title:	Safeguards Officer	Salary:	G3/S1 - G4/S7 \$17,838.84- \$28,545.89 p.a
Reporting Structure	The Safeguards Officer will primarily report to the Contract Safeguards Officer and, as required, to the Project Management Division (PMD) Manager.		

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	
Main Responsibilities:			

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

1	Qualification. Candidate should have a suitable diploma in Environmental Science or relative technical qualification from a recognized Institution or at least in process of obtaining qualifications. Essential
2	Work Experience. Have at least 1 years of relevant experience in being part of a team working on a civil works project, and have exposure to the activities relating to land acquisition, community consultation and addressing complaints. Desirable
3	Knowledge and Skill A knowledge of development partners' (i.e ADB, World Bank, etc) and GoS safeguards procedures. Desirable
4	Competence in report writing, meeting presentation, and communication Skills. Essential
5	Competence in Microsoft Office Software, and MS Project Software for project scheduling Essential
6	Fluent in English and Samoan – both written and spoken. Essential
7	Fluent in English and preferable Samoan – Both written and spoken. Essential
8	Current Samoan Driver's License. Desirable

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)	
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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

