



GOVERNMENT OF SAMOA | MALO TUTOATASI O SAMOA
LAND TRANSPORT AUTHORITY | PULEGA O FELAUAGA I LE LAUELEEE

Job Application Form

Section 1: Position Details

| | | | |
|-------------|-----------------------------|-----------|--|
| Division: | Corporate Services Division | Location: | LTA Office - Vaitele |
| Title: | Policy Analyst | Salary: | G9/S1 - G9/S7 \$72,447.02 - \$94,377.64 p.a |
| Reports to: | Chief Executive Officer | | |

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 |
|---------------------------|---------------------|----------------------|--------------|---------------|
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Section 4: Training Details

| Trainings and Courses Relevant to the Position | Date | Duration |
|--|------|----------|
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Section 5: Employment History

Current/Most Recent Position

| | | | |
|------------------------|--|----------------------------------|-----------|
| Employer's Name: | | Date: | Duration: |
| Position Title: | | Number of Staff reporting to you | |
| Main Responsibilities: | | | |

[Type here]

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 | Qualification Must have a degree with majors in Management, Administration or Human Resources Management from a recognized tertiary Institution. Essential |
| 2 | Work Experience Minimum of 3-5 years relevant working experience on policies formulation and Practices Implementation and Public Administration. Essential |
| 3 | Knowledge and Skills Must possess sound knowledge in planning and organizing activities to ensure optimal use of time and resources. Essential |
| 4 | Must have good research and analytical skills. Essential |
| 5 | Should have good communication skills and can communicate in a clear, fluent and concise manner in both Samoan & English languages. Essential |
| 6 | Should be computer literate and has proven experience in Microsoft Word/ Excel, and other software etc. Essential |
| 7 | 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. 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? | No | Yes |
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If yes, please provide discipline record

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Section 9: Declaration of Close Relations

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| 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.

| | 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 |