



Job Application Form

Section 1: Position Details

Division:	PROCUREMENT & PROGRAMMING DIVISION	Location:	LTA Office – Vaitele
Title:	Manager	Salary:	ACEO Level
Reporting Structure	The Chief Executive Officer (CEO) for the effective and efficient strategic leadership and management of the Procurement and Programming Division to ensure the achievement and sustainability of the LTA's business goals and objectives.		

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	



Upolu : Vaitele Headquarters
Savaii: Salelologa



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+685 51508 | Salelologa



www.lta.gov.ws



Post Office Private Bag, Apia



Enquiries@lta.gov.ws



Land Transport Authority – Samoa

Please address all correspondence to the Chief Executive Officer

Main Responsibilities:		
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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. A degree with a major in Civil Engineering or equivalent from a recognized tertiary Institution. Essential
2	Work Experience. Must have at least 5 years of experience at a senior management level. Essential
3	Knowledge and Skill Proven relevant experience in procurement systems, programming and monitoring, procedural and policies enforcement. Essential
4	Demonstrated ability to perform critical analysis and initiate procurement and programming policy interventions and provide strategic advice to the CEO on all procurement matters Essential
5	Demonstrated ability to collaborate, network, negotiates and engages effectively with divisional employees, other Managers and with external stakeholders on issues pertaining to road use. Essential
6	Demonstrated ability to formulate, manage and achieve planned outcome with approved resources and within agreed timelines in accordance with acceptable quality and ethical standards. Essential
7	Should be computer literate and has proven experience in Microsoft office software and appropriate engineering database. Essential
8	Has sound knowledge of the following legislations; <ul style="list-style-type: none"> • LTA Act 2007 • LTA Regulations • Public Finance Management Act 2001 • Public Bodies Performance and Accountability Act 2001 • Ministry of Works Act 2002 • Labour and Employment Act. 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

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