



Job Application Form

Section 1: Position Details

<i>Division:</i>	ROAD OPERATION DIVISION	<i>Location:</i>	LTA Office - Vaitele
<i>Title:</i>	Principal Engineering Officer- Maintenance & Construction	<i>Salary:</i>	G7/S1-G8/S7 \$46,427.77-\$72,601.93 p.a
<i>Reporting Structure</i>	The Civil Engineer Maintenance for the effective and efficient supervision of all maintenance & Construction activities of Road Operations Division to ensure the achievement and sustainability of the LTA's business goals and objectives.		

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>	



Upolu : Vaitele Headquarters
Savaii: Salelologa



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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

<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

1	<p>Qualification.</p> <ul style="list-style-type: none"> i. A degree majoring in Civil Engineering with years of working experience as stated below ii. Or equivalent (Diploma/NZCE) from a recognized tertiary Institution with years of working experience as stated below iii. Or has been working in the civil engineering discipline for more than 10 years of working experience as stated below. Essential
2	<p>Work Experience.</p> <ul style="list-style-type: none"> i. A degree majoring in Civil Engineering with at least 2 years of working experience at the Senior Engineer Officer level of routine maintenance & Construction works. ii. Or equivalent (Diploma / NZCE) from a recognized tertiary institution with at least 2 years of working experience at the Senior Engineer Officer level of routine maintenance & Construction works. iii. Or has been working in the civil engineering discipline for more than 10 years with minimum of 2 years at the Senior Engineer Officer level of routine maintenance and construction works. <p>Essential</p>
3	<p>Knowledge and Skill</p> <p>Demonstrated ability to collaborate, network, negotiate and engage effectively with divisional employees, managers and with external stakeholders in issues pertaining to road operations. Essential</p>
4	<p>Demonstrated ability to formulate, manage and achieve planned outcomes with approved resources and within agreed timelines in accordance with acceptable ethical standards. Essential</p>
5	<p>Demonstrated ability to formulate routine maintenance program and the ability to carry out routine maintenance full assessment. Essential</p>
6	<p>Should have strong written / verbal communication and interpersonal skills. Essential</p>
7	<p>Should be computer literate and has proven experience in Microsoft office software and other appropriate engineering database. Essential</p>

8	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 Desirable
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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

<i>Main Systems</i>		<i>Other Systems</i>	
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.

	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

Date

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