



## Job Application Form

### Section 1: Position Details

<i>Division:</i>	<b>ROAD OPERATION DIVISION</b>	<i>Location:</i>	<b>LTA Office - Vaitele</b>
<i>Title:</i>	<b>Senior Engineering- Maintenance &amp; Construction</b>	<i>Salary:</i>	<b>G5/S1-G6/S7 \$29,555.19-\$44,849.95 p.a</b>
<i>Reporting Structure</i>	<b>The Principal Engineer Maintenance &amp; Construction for the effective and efficient supervision of all maintenance &amp; Construction activities of Road Operations Division to ensure the achievement and sustainability of the LTA's business goals and objectives.</b>		

### 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

<b>Most Recent Qualification</b>	<b>Major Area of Study</b>	<b>Institution Attended</b>	<b>Date Started</b>	<b>Date Finished</b>

### Section 4: Training Details

<b>Trainings and Courses Relevant to the Position</b>	<b>Date</b>	<b>Duration</b>

### 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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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**

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

<b>8</b>	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 <b>Essential</b>
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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**

<b>Please attach the following</b>	
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