



## Job Application Form

### Section 1: Position Details

<i>Division:</i>	<b>QUALITY ASSURANCE DIVISION</b>	<i>Location:</i>	<b>LTA Office - Vaitele</b>
<i>Title:</i>	<b>Land Surveyor</b>	<i>Salary:</i>	<b>G9/S1-G9/S7 \$72,447.02-\$94,377.64 p.a</b>
<i>Reporting Structure</i>	<b>The Quality Assurance Division for the effective and efficient supervision of all the surveyor operations to be delivered within prescribed timelines, and make exact measurements and determine property boundaries.</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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Post Office Private Bag, Apia

[Enquiries@lta.gov.ws](mailto: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**

<b>1</b>	<p><b>Qualification.</b> A degree in Land Surveying (B.Surv) or equivalent with Land Surveying major. <b>Essential</b></p>
<b>2</b>	<p><b>Work Experience.</b> A Samoan Registered License Surveyor. <b>Essential</b></p>
<b>3</b>	<p><b>Work Experience.</b> At least 5 years work experience as a land surveyor. <b>Essential</b></p>
<b>4</b>	<p><b>Knowledge and Skill</b> 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>5</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>6</b>	<p>Should be computer literate and has proven experience in Microsoft office software and other appropriate engineering database. <b>Essential</b></p>
<b>7</b>	<p>Excellent verbal/written communication skills and interpersonal skills in Samoan and English. <b>Essential</b></p>
<b>8</b>	<p>Has sound knowledge of the following legislation</p> <ul style="list-style-type: none"> <li>• Survey Act 2010</li> <li>• Lands and Environment Act 1989</li> <li>• Land Taking Act 1964</li> <li>• Survey Regulations</li> <li>• LTA Act 2007</li> <li>• LTA Regulations</li> <li>• Public Finance Management Act 2001</li> <li>• Public Bodies Performance and Accountability Act 2001</li> <li>• Ministry of Works Act 2002</li> <li>• Labour and Employment Act 2013. <b>Essential</b></li> </ul>

**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