



Job Application Form

Section 1: Position Details

<i>Division:</i>	CORPORATE SERVICE DIVISION	<i>Location:</i>	LTA Office - Vaitele
<i>Title:</i>	Manager	<i>Salary:</i>	ACEO LEVEL
<i>Reporting Structure</i>	The Chief Executive Officer for the effective and efficient leadership and management of human resources, public relations, Occupational Health & Safety, Policy and planning of the 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

+685 26740 | Vaitele, Upolu
+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

<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. Must have degree with majors in Business Management for Management (HR emphasis) from a recognized tertiary Institution. Essential</p>
2	<p>Work Experience. Must have at least 5 years of experience at management level Essential</p>
3	<p>Knowledge and Skill Demonstrated ability to perform critical analysis and initiate policy interventions, provide strategic, HR, Policy, PR advice to the Chief Executive Officer. Essential</p>
4	<p>Demonstrated ability to collaborate, network, negotiate and engage effectively with Managers and with external stakeholders in issues pertaining to Corporate Services. Essential</p>
5	<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>
6	<p>Should be computer literate and has proven experience in Microsoft program- word, excel, PowerPoint outlook and other programs will be an advantage. Essential</p>
7	<p>Demonstrated ability to create and implement communication strategies on Social Media platforms and Media with sound knowledge in production and designing and ensure LTA's visibility externally. Essential</p>
8	<p>Excellent verbal / written communication skills and interpersonal skills in Samoan and English. Essential</p>
9	<p>Has sound knowledge of the following legislation</p> <ul style="list-style-type: none"> • 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

<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

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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