



Job Application Form

Section 1: Position Details

Division:	ROAD USE MANAGEMENT DIVISION	Location:	LTA Office - Vaitele
Title:	Manager	Salary:	ACEO LEVEL
Reporting Structure	Reports to the Chief Executive Officer for the effective and efficient strategic leadership and management of the Road Use Management 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

<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. Minimum qualification of a Bachelor Degree with a major in transport management, public administration management or equivalent from a recognized Institution. Essential</p>
2	<p>Work Experience. Minimum of 6 years working experience in leadership and senior management level in the field of road use & transport management. Essential</p>
3	<p>Knowledge and Skill Sound understanding of transport securities, safety and road safety issues. Essential</p>
4	<p>Demonstrated ability to perform critical analysis and initiate transport policies, vehicle registration and license promotion interventions and provide strategic advice to the CEO on road use matters. Essential</p>
5	<p>Sound knowledge of the Authority's operations that are appropriate to the position. Essential</p>
6	<p>Demonstrated ability to collaborate, network negotiate and engage effectively with divisional staff, managers and with external stakeholders on issues pertaining to road use. Essential</p>
7	<p>Demonstrated ability to formulate, manage and achieve planned outcomes with approved resource and within agreed timelines in accordance with acceptable quality and ethical standards. Essential</p>
8	<p>Relevant experience and understanding of transport systems, licensing and regulatory. Essential</p>
9	<p>Demonstrated ability to use database management systems for management of road use information and generating system reports for decision making. Essential</p>
10	<p>Should be computer literate with proven experience in RTAS and Microsoft Office software. Essential</p>

11	Has sound knowledge of the following <ul style="list-style-type: none"> • LTA Act 2007, LTA Regulations • Road Traffic Ordinance 1960 • Road Traffic Regulation 1961 and amendments • Public Finance Management Act 2001 • Public Bodies Performance and Accountability Act 2001 • Labour and Employment Act 2013 • Police Service Act 2009
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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