



Job Application Form

Section 1: Position Details

<i>Division:</i>	QUALITY ASSURANCE DIVISION	<i>Location:</i>	LTA Office - Vaitele
<i>Title:</i>	Principal Quality Management System Officer	<i>Salary:</i>	G9/S1-G9/S7 \$46,427.77-\$72,601.93 p.a
<i>Reporting Structure</i>	The Principal Quality Management Systems Officer reports directly to the Quality Assurance Manager and Operates within the Quality Assurance unit. The role functions as a technical support position responsible for assisting the Manager in overseeing Quality Management System implementation, laboratory quality compliance, and continuous improvements activities.		

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>
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Upolu : Vaitele Headquarters
Savaii: Salelologa



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Post Office Private Bag, Apia



Enquiries@lta.gov.ws



Land Transport Authority – Samoa

Please address all correspondence to the Chief Executive Officer

<i>Position Title:</i>		<i>Number of Staff reporting to you</i>
<i>Main Responsibilities:</i>		

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	Qualification. A degree with majors in engineering, engineering science or technology/civil/quality assurance or any relevant qualification from a recognized tertiary Institution. Essential
2	Work Experience. At least 3 years work experience in quality assurance, lab testing. Essential
3	Knowledge and Skill At least 2 years in senior management position. Essential
4	Demonstrated ability to collaborate, network, negotiate and engage effectively with divisional employees, managers and with external stakeholders in issues pertaining to road operations. Essential
5	Demonstrated ability to formulate, manage and achieve planned outcomes with approved resources and within agreed timelines in accordance with acceptable ethical standards. Essential
6	Should be computer literate and has proven experience in Microsoft office software and other appropriate engineering database. Essential
7	Excellent verbal / written communication skills and interpersonal skills in Samoan and English. Essential
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 Ministry of Works Act 2002 Labour and Employments Act 2013 Occupational Health and Safety Act 2002 Occupational Health and Safety Regulations 2017. 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

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