



Job Application Form

Section 1: Position Details

<i>Division:</i>	INFORMATION TECHNOLOGY	<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 strategic leadership and management of the Information technology 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



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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	Qualification. Must have a degree of higher qualification in Information Technology from a recognized tertiary Institution Essential
2	Work Experience. Must have at least 5 years of experience at a senior management level Essential
3	Knowledge and Skill Demonstrated ability to collaborate, network, negotiate and engage effectively with divisional employees, managers and with external stakeholders in issues pertaining to information technologies. Essential
4	Demonstrated ability to perform critical analysis and initiate operational policy interventions and provide strategic advice to the Chief Executive Officer. 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	Knowledge of computer hardware and software systems and programs, computer networks, network administration and network installation. Essential
7	Has sound knowledge of the following legislations: <ul style="list-style-type: none"> • LTA Act 2007 • LTA Regulations • Public Finance Management Act 2001 • Public Bodies Performance and Accountability Act 2001 • Ministry of Works Act 2002 • Labour and Employment Act • Police Act. Desirable

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?	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