



## Job Application Form

### Section 1: Position Details

Division:	<b>PROCUREMENT &amp; PROGRAMMING DIVISION</b>	Location:	<b>LTA Office – Vaitele</b>
Title:	<b>Principal Engineering Officer – Road Reserve</b>	Salary:	<b>G7/S1-G8/S7 \$46,427.77-\$72,601.93 p.a.</b>

### 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	

Main Responsibilities:		
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**Next previous position**

Employer's Name:		Date:	Duration:
Position Title:		Number of Staff reporting to you	
Main Responsibilities:			

**Next previous position**

Employer's Name:		Date:	Duration:
Position Title:		Number of Staff reporting to you	
Main Responsibilities:			

**Section 6: Selection Criteria**

Please provide claims as to why you satisfy each criterion

<b>1</b>	<p><b>Qualification.</b></p> <ul style="list-style-type: none"> <li>i. A degree majoring in Civil Engineering with years of working experience as stated below</li> <li>ii. Or equivalent (Diploma/ NZCE) from a recognized tertiary institution with years of working experience as stated below</li> <li>iii. Or has been working in the civil engineering discipline for more than 5 years of working experience as stated below. <b>Essential</b></li> </ul>
<b>2</b>	<p><b>Work Experience.</b></p> <ul style="list-style-type: none"> <li>i. A degree majoring in Civil Engineering with at least 2 years of working experience as a general Engineering Officer</li> <li>ii. Or equivalent (Diploma /NZCE) from a recognized tertiary Institution with at least 3 years of working experience at the Senior Engineering Officer level.</li> <li>iii. Or has been working in the civil engineering discipline for 5 years. <b>Essential</b></li> </ul>
<b>3</b>	<p><b>Knowledge and Skills.</b></p> <p>Demonstrated ability to collaborate, network, negotiate and engage effectively with divisional employees, managers and with external stakeholders in issues pertaining to programming &amp; Procurement division. <b>Essential</b></p>
<b>4</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>5</b>	<p>Demonstrated ability to interpret design drawings and carry out full site assessments of new &amp; existing developments in accordance to approved design &amp; infrastructural standards. <b>Essential</b></p>
<b>6</b>	<p>Should have strong written / verbal communication and interpersonal skills. <b>Essential</b></p>

<b>7</b>	Should be computer literate and has proven experience in Microsoft office software and other appropriate engineering database. <b>Essential</b>
<b>8</b>	Has sound knowledge of the following legislations: LTA Act 2007 LTA Regulations Public Finance Management Act 2001 Public Bodies Performance and Accountability Act 2001 Labour and Employment Act 2013. <b>Desirable</b>

**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?	<b>No</b>	<b>Yes</b>
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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?	<b>No</b>	<b>Yes</b>
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*If yes, please provide name(s) and nature of relationship*

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**Section 10: Declaration of Referees**

	Name	Designation	Contact Phone No
1			
2			
3			

**Section 11: Certification & Authorization**

I hereby certify that the information given in my application is true and correct.

**Signature**

**Date**

<b>Please attach the following</b>	
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