



Job Application Form

Section 1: Position Details

Division:	PROCUREMENT & PROGRAMMING DIVISION	Location:	LTA Office – Vaitele
Title:	Senior Engineering Officer – Road Reserve	Salary:	G5/S1-G6/S7 \$29,555.19-\$44,849.95 p.a.

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

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

7	Should be computer literate and has proven experience in Microsoft office software and other appropriate engineering database. 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 Labour and Employment Act 2013. 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

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

	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

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