



## Job Application Form

### Section 1: Position Details

Division:	<b>PROJECT MANAGEMENT DIVISION</b>	Location:	<b>LTA Office - Vaitele</b>
Title:	<b>Senior Engineering Officer -ADB</b>	Salary:	<b>G5/S1 - G6/S7 \$29,555.19 - \$44,849.95 p.a</b>
Reports to:	<b>Senior Engineering Officer will report to the Principal Engineer Officer and/ or PMD Project Management depending on the directive from the Project Manager.</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:			

[Type here]

### 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

	Qualification
1	A Suitable degree / Diploma in Civil Engineering. <b>Essential</b>
2	Have at least 2 year of relevant experience in civil works and contract management. <b>Essential</b>
3	Experience working with a diverse range of stakeholders and managing tight timelines. <b>Essential</b>
4	Competence in report writing, meeting presentation and communication skills. <b>Essential</b>
5	Competence in report Microsoft Office software and MS Project software for project scheduling. <b>Essential</b>
6	Fluent in English- both written and spoken. <b>Essential</b>
7	A knowledge of development partners (i.e World Bank) and GoS procurement and safeguards procedures. <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?	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?	<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 11: 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