



Job Application Form

Section 1: Position Details

<i>Division:</i>	FINANCE DIVISION	<i>Location:</i>	LTA Office - Vaitele
<i>Title:</i>	Asset Officer	<i>Salary:</i>	G3/S1-G4/S7 \$17,838.84-\$28,545.89 p.a
<i>Reporting Structure</i>	Financial Accountant		

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>	
<i>Main Responsibilities:</i>			

Upolu : Vaitele Headquarters
Savaii: Salelologa

+685 26740 | Vaitele, Upolu
+685 51508 | Salelologa

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

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	Qualification. Minimum qualification of Diploma Majoring in Accounting and Finance. Essential
2	Work Experience. At least 3 years of relevant practical working experience in Procurement Assets and Stocks Essential
3	Knowledge and Skill Ability to be proactive in assessing workplace requirements and responding to operational needs. Essential
4	Demonstrated excellent interpersonal skills especially when dealing with suppliers and clients and internal staff. Essential
5	Proven ability to communicate clearly both orally and in writing in Samoan and English. Essential
6	Ability to work independently with minimal supervision, demonstrating initiative and accountability. Essential
7	Must be computer literate (Excel, Word and Access). Essential
8	Good Knowledge of policies, regulations and legislations governing the work of Finance, Human Resource and LTA Act 2007. 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.

	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