



## Job Application Form

### Section 1: Position Details

<i>Division:</i>	<b>ROAD USE MANAGEMENT DIVISION</b>	<i>Location:</i>	<b>LTA Office - Vaitele</b>
<i>Title:</i>	<b>Principal Licensing Officer</b>	<i>Salary:</i>	<b>G7/S1-G8/S7 \$46,427.77-\$72,601.93 p.a</b>
<i>Reporting Structure</i>	<b>Manager Road Use Management</b>		

### 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

<b>Most Recent Qualification</b>	<b>Major Area of Study</b>	<b>Institution Attended</b>	<b>Date Started</b>	<b>Date Finished</b>

### Section 4: Training Details

<b>Trainings and Courses Relevant to the Position</b>	<b>Date</b>	<b>Duration</b>

### 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](http://www.lta.gov.ws)

Post Office Private Bag, Apia

[Enquiries@lta.gov.ws](mailto: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**

<b>1</b>	<b>Qualification.</b> Tertiary qualification in Accounting Commercial Studies or Business Administration or equivalent and must be a Certified Public Accountant. <b>Essential</b>
<b>2</b>	<b>Work Experience.</b> 5 years' experience as a middle level manager in the public service <b>Essential</b>
<b>3</b>	<b>Knowledge and Skill</b> Knowledge of Road Traffic Ordinance 1960 and Road Traffic Regulations 1961. <b>Essential</b>
<b>4</b>	Knowledge of Public Sector Reforms. <b>Desirable</b>
<b>5</b>	Sound Knowledge of accounting system and procedures. <b>Essential</b>
<b>6</b>	Demonstrated ability to clearly communicate both orally and in writing in Samoan and English. <b>Essential</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

<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?	<i>No</i>	<i>Yes</i>
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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 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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<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