



GOVERNMENT OF SAMOA | MALO TUTOATASI O SAMOA
LAND TRANSPORT AUTHORITY | PULEGA O FELAUAGA I LE LAUELEEE

Job Application Form

Section 1: Position Details

Division:	PROJECT MANAGEMENT DIVISION	Location:	LTA Office - Vaitele
Title:	Junior Safeguards Officer	Salary:	G3/S1 - G4/S7 \$17,838.84 - \$28,545.89 p.a
Reports to:	Junior Safeguards Officer will report to the Contract Safeguards Officer and / or the Project management Division Manager depending on the directive from the Manager.		

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

1	Qualification A suitable diploma in Environmental Science or relative technical qualification from a recognized Institution or at least in process of obtaining qualifications. Essential
2	Have at least 1 years of relevant experience in being part of a team working on a civil works project, and have exposure to the activities relating to land acquisition, community consultation and addressing complaints. Desirable
3	A Knowledge of development partners') i.e: ADB, World Bank, etc) and GoS safeguards procedures. Desirable
4	Competence in report writing, meeting presentation and communication skills. Essential
5	Competence in report Microsoft Office Software and MS Project software for project scheduling. Essential
6	Fluent in English and Samoan – both written and spoken. Essential
7	Current Samoan Driver's License. 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?	<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