



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

Job Application Form

Section 1: Position Details

Division:	ROAD USE MANAGEMENT DIVISION	Location:	LTA Office - Vaitele
Title:	Senior Licensing Officer	Salary:	G5/S1 - G6/S7 \$29,555.19-\$44,849.95 p.a.
Reporting Structure	Principal Licensing Officer		

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:			



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

<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>			

Section 6: Selection Criteria.

Please provide claims as to why you satisfy each criterion

1	Qualification. Diploma or relevant qualification in Accounting. Essential
2	Work Experience. 6 years' experience in Officer Management or equivalent Essential
3	Knowledge and Skill Knowledge of Road Traffic Ordinance 1960 and Road Traffic Regulations 1961. Desirable
4	Sound knowledge in report writing. Essential
5	Demonstrated ability to clearly communicate both orally and in writing in Samoan and English. Essential
6	Computer literate. Essential
7	No previous Convictions hold a Valid Driver's License. Essential

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?	<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?	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