



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

Job Application Form

Section 1: Position Details

Division:	SAVAII OPERATION DIVISION	Location:	LTA Office – Salelologa
Title:	Manager – Savaii Operations	Salary:	ACEO Level
Reporting Structure	The Chief Executive Officer for the effective and efficient strategic leadership and management of the Savaii Division to ensure the achievement and sustainability of the LTA's strategies and objectives.		

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	



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

Main Responsibilities:		
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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. Hold a Bachelor's Degree majoring in Civil Engineering or equivalent from a recognized Institution. A Diploma or Certificate in Civil Engineering may be considered with the right amount of work experience. Essential
2	Work Experience. At least 3 years of civil engineering, procurement and project management experience for those holding a Bachelor of Engineering degree. For those holding Diploma or Certificate level, must possess at least 5 years of civil engineering, procurement and project management experience. Essential
3	At least 5 years of experience at a senior management level. Essential
4	Knowledge and Skill Proven relevant experience in transport management, road licensing and regulatory systems, enforcement, policies and procedures. Essential
5	Demonstrated ability to perform critical analysis and initiate related policy interventions where necessary and provide strategic advice to the Chief Executive Officer on road use, road operations and procurement/programming matters. Essential
6	Demonstrated ability to collaborate, network, negotiate and engage effectively with Divisional employees, Managers and with external stakeholders in issues pertaining to Savaii Operations. Essential
7	Demonstrated ability to formulate, manage and achieve planned outcomes with approved resources and within agreed timeline in accordance with acceptable quality and ethical standards. Essential
8	Should be computer literate and has proven experience in RTAS, Microsoft office software and other appropriate engineering and transport database. Desirable
9	Has sound knowledge of the following legislations; LTA Act 2007 LTA Regulations Public Finance Management Act 2001 Public Bodies Performance and Accountability Act 2001 Ministry of Works Act 2002 Labour and Employment Relations Act 2013 Road Traffic and Traffic Control Act 1990

	Road Traffic Orders 1994 Membership of Statutory Boards and Authorities Act 2001. Desirable
10	Can live and work in Savaii especially camp at Savaii during long periods such as lockdown. 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?	<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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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