



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:	Licensing Officer	Salary:	G3/S1 - G4/S7 \$17,319.26.19-\$27,714.46 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. Degree or equivalent in Public Administration and / or Information Technology from a recognized Tertiary institution. Essential
2	Work Experience. At least 3 years of relevant working experience. Essential
3	Knowledge and Skill Demonstrated excellent interpersonal skills especially when dealing with clients and internal staff. Essential
4	Demonstrated ability to clearly communicate both orally and in writing in Samoan and English. Essential
5	Has Valid Private Driver's License. Essential
6	Hold Valid and Clean Police Report. Essential
7	Must be computer literate and has proven experience in Microsoft office and basic data programs. Essential
8	Sound knowledge of the following • LTA Act 2007 • Road Traffic Ordinance 1960 • Road Traffic Regulations 1961 Other relevant legislations and policies

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>
--	-----------	------------

If yes, please provide discipline record

--

Section 9: Declaration of Close Relations

Do you have a close relative currently employed by Land Transport Authority?	<i>No</i>	<i>Yes</i>
--	-----------	------------

If yes, please provide name(s) and nature of relationship

--

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

--

Date

--

Please attach the following

1	Signed Application Form
2	Up to date Curriculum Vitae
3	Certified academic qualifications and relevant trainings
4	3 Written Reference, 2 from previous employer with up to date contact details
5	Valid Police Report (within the last 3 months)