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

Job Application Form

Section 1: Position Details

Division:	***PROJECT MANAGEMENT DIVISION***	*Location:*	***LTA Office – Vaitele***
Title:	***Safeguards Officer***	*Salary:*	***G3/S1 – G4/S7 $17,838.84 - $28,545.89 p.a***
Reports to:	***Safeguards Officer will report to the Principal 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:			

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. **Essential**
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***

If yes, please provide discipline record

Section 9: Declaration of Close Relations

Do you have a close relative currently employed by Land Transport Authority?	***No***	***Yes***

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

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	**Date**

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