APPLICATION FORM FOR CHIEF EXECUTIVE OFFICER, LAND TRANSPORT AUTHORITY

All sections of the Application Form must be completed. Your application will **NOT be considered** if you fail to complete the form correctly.

SECTION 1: Position Details

Position Title:	Chief Executive Officer
Organization:	Land Transport Authority
Salary:	SAT$124,857 per annum

SECTION 2: Personal Details

Name:		
Date of Birth:		
Address:		
Gender:		
Marital Status:		
Contract Phone No:	(Home):	(Mobile):
Email:		

SECTION 3: Academic Details *(Most recent one first)*

Qualification	Major area of study	Institution	Year Graduated

SECTION 4: Training History

Courses relevant to selection criteria only	Institution/Country	Dates

SECTION 5: Employment History *(Most recent one first)*

Date	Employer:	Position:
Main Responsibilities:		

Date	Employer:	Position:
Main Responsibilities:		

Date	Employer:	Position:
Main Responsibilities:		

(You may continue on a separate sheet)

SECTION 6: Selection Criteria

It is the Applicant's responsibility to:

1. Indicate their ability to satisfy each Merit Factor.
2. Provide this information in a true and accurate manner. Failure to do so will disqualify the applicant.
3. Refer to the Job Description for clear descriptions of each position Competency Selection Criterion.

Note:

If you feel the need to provide additional information to support how you meet the selection criteria listed below, then please attach that information to the Application Form. Should you wish to address each selection criteria on a separate sheet and attach it to this Form, feel free to do so.

Skills & Abilities
1. **Strategic Thinking *(Essential):***
• Articulates a clear vision of the Authority inspires a sense of shared purpose and direction and drives the Authority's vision and long-term direction.
• Ability to recognize opportunities that the Authority can utilize to secure resources from local and international sources to support implementation of its programs and the strengths and potentials of its personnel in meeting the Authority's vision and goals.
• Ability to make timely and effective decisions and produce results through strategic planning and

implementation and evaluation of programs and policies to inform policy and operation reforms.

- Has good command skills and encourages internal feedback and external assessment for improving the Authority's performance and take personal responsibility for outcomes.
- Ability to acquire and administer resources (human, financial, material, information) in a manner that instills public trust and accomplishes the Office's goals.
- Demonstrates understanding in the management (planning, design, construction and maintenance) of Road & Traffic Infrastructure.
- Demonstrates understanding of contract and project management as well as the procurement processes

2. Building Relationships (Essential):

- Nurtures internal and external relationship
- Values individual's differences, strengths and potential and harness these to achieve the Authority's goal
- Develops guides and monitors employees.
- Drives a culture of collaboration, participation and recognizes importance of consultation, stakeholder engagement and fostering teamwork.
- Communicates the big picture clearly to a wide range of internal and external audience with precision, confidence and in an articulate manner.
- Empowers, mentors and engages staff in activities to sustain morale and encourage regular feedback and recognition of achievement.
- Excellent Communication skills in English and Samoan languages, sound knowledge in the Samoan culture (Fa'aSamoa) and especially high level in negotiation skills with the cultural setting in villages.

3. Delivers/achieves results & outcomes (Essential): • Drives a culture of achievement and commitment to achieving outcomes beyond expectations. • Drives an efficient and effective system of planning, reporting progress, monitoring and evaluating of results. • Stimulate / create a culture of accountability and transparency. • Uses workforce planning to develop and maintain the capability to deliver services effectively.
4. Management (Essential): • Invest time in managing and developing people as well as building positive staff morale • Integrate plans into a transparent management framework to fulfill obligations of management accountabilities • Manage projects across sector and multiple agencies and keeps stakeholders informed • Effectively delegates appropriate responsibility, accountability & decision making authority. • Monitors progress against milestones and deadlines. • Drives effective planning and demonstrates a strong organizational ability and experience through the integration of structures, systems and teams to better achieve objectives. • Drive strategies to achieve operational efficiencies and value for money. • Provide oversight for financial resources and assets and account for their use.
5. Leadership (Essential) • Ability and confidence to build, lead and navigate an effective and sustainable organization through stewardship and governance. • Able to plan and execute a vision based on current and future possibilities and inspire teams to adapt and thrive in a changing environment. • Able to lead a meaningful process of change in a purposeful manner. • Ability to manage politics, take risks, be innovative and deal with complexity. • Is resourceful, optimistic, energetic, open minded, flexible and capable of solving problems and making decisions. • Drives and sustains a performance culture both internally (agency level) and externally.

Personal Attributes
1. Integrity & Ethics (Essential): • Possess appropriate values and belief in what is best for the common good. • Is widely trusted and is seen as a direct and courageous individual. • Personifies values of honesty, integrity, impartiality, transparency accountability. • Demonstrate self-awareness and commitment to personal development. • Serves the Government of the day irrespective of personal preferences. • Demonstrated knowledge, sensitivity and respect for the Samoan Culture and the laws and customs of Samoa.
2. Commitment and Personal Drive (Essential): • Takes responsibility and initiates timely action to resolve issues. • Is prepared to make tough corporate decisions to achieve desired outcomes. • Accept accountability for mistakes made in the Authority and ensures corrective action is taken.
3. Intellect and Judgment (Essential): • Is analytical, proactive, innovative and able to conceptualize strategic issues faced by the Authority and apply appropriate and cost-effective solutions. • Is aware of new and emerging issues such as climate change and disaster risks and able to design interventions to adapt to climate change and reduce disaster risks and ensure that the Authority is ready to respond at all times to small scale incidents and national disasters. • Has the functional and technical knowledge to carry out the Chief Executive Officer's duties to a high level of accomplishment. • Makes sound decisions based on common sense, experience and good judgment without prejudice. • Anticipates implications and applies effective judgment to develop solutions.

4. Creativity & Innovation (Essential): • Consistently generates and employs original ideas, tackling both simple and complex problems. • Brings out the best in others, leads them to discover new ideas, solutions and new ways of doing the job and unafraid to use unorthodox methods. • Drives and steers the change agenda and demonstrates understanding of the complex range of factors which effect change.
Experience
5. Experience and Past Work Performance • Proven experience in leadership at a minimum of eight (8) years at a senior management level. • In addition to that, a minimum of five (5) years' experience in road design and/or construction and/or supervision and/or project management (roads) will be an advantage.
Qualifications
6. Educational Qualification is essential. • Minimum qualification of a Bachelor degree in Civil Engineering or Traffic Engineering or equivalent Road Infrastructure and Transport Management degree from a recognized university. • A Member of the Institute of Professional Engineers Samoa (IPES).

SECTION 7: Computer Skills

Indicate your competency level for each Application using the following Competency Level Code:

Key:

1 – No knowledge **2** – Basic Knowledge

3 – Good Knowledge **4** – Strong/Advanced Knowledge

Main Applications	Competency Level	Other Systems:	Competency Level
MS Word		MS Access	
MS Excel		Internet	
MS PowerPoint		Other (specify)	
Email		Other specify)	

SECTION 8: Knowledge of Languages

Indicate competency level for each LANGUAGE using the following Competency Level Code:

Key:

1 – Limited Working Proficiency: limited conversations, basic work commands, assistance is needed with more extensive conversations in this language.

2 – Professional Working Proficiency: engage freely in discussions and make contributions to office meetings, fairly extensive vocabulary; freely converse with others.

3 – Mother tongue: Completely fluent; extensive knowledge to understand and write difficult materials

Languages	Competency Level
Samoan:	
English:	
Other (specify)	

SECTION 9: Declaration of Near Relatives

Please TICK the appropriate box.

	Yes	No
Declaration of near relatives (parent, child, brother, sister or spouse including de-facto) currently employed anywhere in the organization to which you are applying.		
If **YES**, provide names(s) and the nature of the relationship:		

SECTION 10: Declaration of Disciplinary Records

Please TICK the appropriate box.

	Yes	No
Declaration of disciplinary record; any criminal convictions or current legal proceedings against you.		
If **YES**, you will be required to provide details in a sealed envelope and addressed to the Chair, Board of Directors, Land Transport Authority. This information will be kept confidential and only be seen by the Chair and the Assessment Committee.		

SECTION 11: Community Affiliations

Please TICK the appropriate box.

	Yes	No
Community affiliations (including Matai Tiles) outside work environment.		
If **YES**, list here:		

SECTION 12: Declaration of Referees

Please note is it mandatory for you to provide written references from your referees.

Referee Name	Designation	Email	Phone

SECTION 13: Certification and Authorization

1. **I hereby certify that the information given in my Application is true and correct.**
2. **I acknowledge that if I am appointed on the basis of any false information that I provide; my appointment will be revoked/voided.**
3. **I authorize the Ministry/Office and the Selection Panel to undertake all necessary background and verification checks in relation to my application.**

Signature:		**Date:**	