



Applicant Statistics Form

This form is specifically for the use of gathering statistics. The Human Resource Coordinators will be responsible for ensuring the information is kept for the sole purpose of monitoring and evaluation and will not be used as part of your application.

Position Details – please provide the details of the vacancy you are applying for:

Ministry/Office
Position Title
Position Code

Demographics – please tick the appropriate box:

Gender Female Male
Nationality Other Other (please specify)

Current Employment Status – please tick the appropriate box that describes your current employment status

Internal (Same Ministry) Other Public Service/Government Ministries/Office Employed in SOE/Public Bodies Employed in Private Sector
 NGOs Not Employed Self Employed Studying Overseas

Finding out about the vacancy – please tick the appropriate box to show how you found out about this vacancy?

PSC Website
 Ministry Website (please specify)
 Local Paper (please specify)
 PSC/Ministry Noticeboard (please specify)
 Word of mouth/Friends/Family Member
 Other (please specify)

Please tick this box to allow us to contact you in the future for feedback/suggestions about our Recruitment and Selection process.

Confirmation of Receipt

Please complete the section below. Our Ministry/Office has received your Application Form we will stamped with the date your application is received and sent back to you as confirmation of receipt. Applications sent by email will be acknowledged by email

Position Title: Position Code:
Name: Date Received:
Email/Postal Address:



Job Application Form

Form 2

Form must be completed by Applicant whether Public Servant or Non Public Servant

Section 1: Position Details

<i>Ministry</i> MWTI	<i>Section</i> LAND TRANSPORT DIVISION	<i>Location</i> TATTE BUILDING, LEVEL4, SOGI	
<i>Position Code</i> WI003112	<i>Title</i> PAVEMENT & DRAINAGE CONSULTANT	<i>Supervisor Position Code</i> WI003016	
	<i>Salary Grade</i> A171/A174	<i>Salary Rate</i> \$55,805/72,191p.a	

Section 2: Personal Details

<i>First Name:</i>	<i>Last Name:</i>	<i>Other Names:</i>
<i>Gender:</i>	<i>Date of Birth:</i>	<i>NPF No:</i>
<i>Marital Status:</i>	<i>Physical Address (1):</i>	<i>Physical Address (2):</i>
<i>Post Code:</i>	<i>Phone No (1):</i>	<i>Phone No (2):</i>
<i>e-Mail:</i>	<i>Facimile:</i>	

Section 3: Education Details

Most recent qualification	Major Area of Study	Institution Attended	Date Started	Year Graduated

Section 4: Training History

Courses Relevant to Selection Criteria ONLY	Institution/Country	Dates

Section 5: Employment History**Current / Most recent 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>		

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>		

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>		

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

Based on an analysis of the duties of this position as determined by the Manger responsible, set out below are the criteria that will be used in assessing the suitability of each Applicant for the position. Please address each selection criteria on a separate sheet and attach to this form.

It is the Applicant's responsibility to:

1. indicate aspects of their work experience which indicate their ability to satisfy each criterion;
2. complete this information in a true and accurate way (failure to do so will disqualify the Applicant); and
3. supply supporting documentation should they be called for short-listed interviews.

Note: If you feel the need to supply additional arguments to support your fulfilment of the selection criteria listed below then please attach that information to this application form.

MERIT FACTORS (Job Competencies)**1. Skills and Abilities (refer to JD for full details)**

Leadership & Decision-Making Skills,
 Planning & Organizational Skills,
 Analytical & Problem Solving Skills,
 Communication & Networking Skills

2. Personal Attributes (refer to JD for full details)Commitment and Personal Drive,
Integrity**3. Experience and Past Work Performance (refer to JD for full details)**

Recognized Undergraduate Degree

4. Qualifications (refer to JD for full details)

Minimum of five (5) years working experience

Section 7: Computer Literacy

Indicate competency level for each Application

Competency Level code: 1= no knowledge; 2= basic knowledge; 3= good working knowledge; 4= strong/advanced capabilities

Main Applications		Other Systems	
Word processing (Word)		Database Management (Access)	
Spreadsheets (Excel)		Other (specify)	
Presentation PowerPoint		Other (specify)	
E-mail		Other (specify)	

Section 8: Knowledge of Languages

For languages other than your mother tongue, enter appropriate number from code below to indicate level of your language skills

CODE	Indicate your mother tongue by ticking a box below	Speak	Read	Write
1. Limited conversation, reading of newspapers, routine correspondence 2. Engage freely in discussions, read write more difficult materi 3. Speak, read and write (nearly) as well as mother tongue.	Samoan			
	English			
	Other (specify)			

Section 9: Discipline Records Check

Do you have a discipline record; any criminal convictions; or any current legal proceedings against you? (Please TICK the appropriate box)

No

Yes

IF Yes, Please provide details on a separate piece of paper in a sealed envelope and attach it to this form. This information will be kept confidential and only be seen by the Assessment Committee.

Section 10: Declaration of Referees

Please note that you need to declare addresses and contact numbers of three referees.

Referee Name	Designation	Address/Contact Numbers
1.		
2.		
3.		

Section 11: Declaration of Close Relations

Do you have a close relation (family ties) to an individual(s) currently employed anywhere in the Ministry to which you are applying? (Please TICK the appropriate box)

No	Yes
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If YES, please provide name(s) of your relation(s) and state nature of relationship

Section 12: Community Status

Outside the work environment, do you hold any positions (including matai titles) associated with community services, and if so, please list:

Section 13: Certification And Authorisation

I hereby certify that the information given in my application is true and correct. I also acknowledge that if I am appointed on the basis of any false information that I provide my appointment will be revoked. I also authorise the Department to undertake any necessary checks to confirm the information provided by me.

Signature	Date
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GOVERNMENT OF SAMOA

MINISTRY OF WORKS, TRANSPORT & INFRASTRUCTURE
JOB DESCRIPTION

Job Title	Pavement & Drainage Engineer Consultant
Division:	Asset Management Infrastructure
Job Grade:	A171-A174: \$55,805/\$72,191 p.a
Location of Job	TATTE Building Level 4
Job Number	WI003112

Overview of Ministry

To establish, regulate, promote and monitor transport and infrastructure legislations and policies to ensure safe, secure and viable transportation modes and infrastructure assets in Samoa.

OVERVIEW OF DIVISION

To review the principal legislation as the guiding policy for land transport that enable the Ministry to effectively manage and monitor all services provided by the LTA to provide a safe a safe, efficient and effective national road network for Samoa at all levels.

Purpose of Position

To re-establish engineering capacity within the Ministry of Works for its core function as the Civil Engineer Arm of the Government. With the responsibility over all assets vested under the government, which include All Government Infrastructural Assets.

Responsible to: ACEO: Land Transport Division

Responsible for: N/A

Functional Relationship:

Internal: MWTI Minister
Chief Executive Officer
ACEO- Land Transport Division
MWTI Staff

External: State Owned Enterprises Partners (SWA, LTA, EPC)
IPES
Attorney General's Office
Public Communities
Legal Team

Engineering Team

Key Areas of Responsibilities	Performance Expectation/Deliverables
Provide visible construction and cost estimation for planning purposes	<ul style="list-style-type: none"> • Provide construction estimates as required for planning purposes, advise on potential risks on projects, potential environmental hazards, and other factors in planning stages • Provide cost estimates for as required for works economic feasibility or cost effectiveness of projects as required
Lead Monitoring and Evaluation for Road Infrastructure	<ul style="list-style-type: none"> • Lead road infrastructure monitoring and provide regular reports as required • Oversee, or participate in, surveying to establish reference points, grades, and elevations to guide construction if required
Assist in development of Civil Work Policies and design software for engineering systems	<ul style="list-style-type: none"> • Guide and assist with the development of civil works policies and standards, and legislation frameworks for MWTI with regards to civil works • Use design software to plan and provide conceptual design for engineering systems in line with industry and government standards
Prepare and analyze survey reports and present findings to CEO, Ministry and General Public in relation to Road Infrastructure Works	<ul style="list-style-type: none"> • Analyze survey reports, maps, and other data to provide advises to CEO and Ministry with Road Infrastructure works • Present their findings to the public on topics such as bid proposals, environmental impact statements, or property descriptions if required
Effectively managed maintenance of public infrastructures	<ul style="list-style-type: none"> • Manage the repair, maintenance, and replacement of public infrastructure not looked after under infrastructure SOEs

CORE COMPETENCIES /DESCRIPTORS

SKILLS AND ABILITIES	DESCRIPTORS
Leadership & Decision-Making Skills.	<ul style="list-style-type: none"> • Able to balance multiple and frequently conflicting objectives, such as determining

	<p>the feasibility of plans with regard to financial costs and safety concerns. Urban and regional planners often look to civil engineers for advice on these issues</p> <ul style="list-style-type: none"> • Take ultimate responsibility for the projects or research that they perform. Therefore, they must be able to lead surveyors, construction managers, civil engineering technicians, and others to implement their project plan • Able to inspire a strong desire to succeed among team members and steer others towards a positive attitude to work and provide a clear sense of direction in activities and projects you lead
Planning & Organizational skills	<ul style="list-style-type: none"> • Only licensed civil engineers can sign the design documents for infrastructure projects. This makes it imperative that civil engineers be able to monitor and evaluate the work at the job site as a project progresses to assure compliance with design documents. • You accurately scope length and difficulty of task and projects, set objective and goals, break down work processes, and monitor and evaluate results
Analytical & Problem Solving Skills	<ul style="list-style-type: none"> • Must work at the highest level of planning, design, construction, and operation of multi-faceted projects or research with many variables that require the ability to evaluate and resolve complex
Communication & Networking Skills	<ul style="list-style-type: none"> • Able to communicate with other professionals, such as architects, landscape architects, and urban and regional planners. • Must be able to write reports clearly so that people without an engineering background can follow • Must possess an excellent networking, interpersonal and building relationship skills

PERSONAL ATTRIBUTES	DESCRIPTORS
<i>Commitment and Personal Drive</i>	<ul style="list-style-type: none"> • Loyalty to the organization • Ability to work in a team • Cooperation and collaboration with colleagues • Empathy with and respect for colleagues and clients • Ability to work unsupervised or self-directed • Willingness to make decision where appropriate • Willingness to be innovative and creative • Flexibility & Prompt • Excellent Time Management • Goals & Target oriented • Efficient and Effective • Strong attention to details
<i>Integrity</i>	<ul style="list-style-type: none"> • Punctuality & Honesty • Physically fitness and good health • Prudent with use of resources

QUALIFICATIONS	DESCRIPTORS
Recognized Undergraduate Degree	<ul style="list-style-type: none"> • Undergraduate degree in Civil Engineering or Related Fields

Experience, Knowledge and Past Work Performance	DESCRIPTORS
Minimum of five (5) years working experience	<ul style="list-style-type: none"> • Good work experience with site investigations and assessment, good decision making and provide engineering conceptual solution/advise when required, • Work experience with reviewing of design drawings, developing of contracts and tender documentations, evaluation of civil works tenders, and good experience with contract administration and management. • Experience working with local authorities, environmental agencies, and other government entities