

# ELECTRIC POWER CORPORATION



---

*HR-RSA 403(ii) ver.02*

## INSTRUCTIONS

The application pack contains the **application form, job description and selection criteria.**

Applicants must:

1. Complete the application form;
2. Address as part of the application form how they have met the position essential selection criteria through work or life experience;
3. A complete curriculum vitae of not more than 3 pages
4. Attach all supporting documents as part of the application; and
5. Submit the application and all supporting documents before the closing date and time.

The Application and all supporting documents must be clearly marked “**Application for Chief Engineer Power Generation**” and addressed to:

The General Manager  
Electric Power Corporation  
Main Office,  
5<sup>th</sup> Floor, TATTE Building, Sogi

Applications are to be delivered to the HRM Section of the Corporate Governance Division, EPC Main Office or via email to [etesh@epc.ws](mailto:etesh@epc.ws) or to [msagaga@epc.ws](mailto:msagaga@epc.ws) before **Monday 21<sup>st</sup> January 2019 @ 4pm.**

Incomplete and/or late applications will not be considered.

**Further Information:** Please contact the HRM Section of Corporate Governance Division on phone 65 554 or 65 548.

Electric Power Corporation

**Job Application Form****Form 2**

"The Power for the Nation"

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

**Section 1: Position Details**

<i>Ministry</i> EPC	<i>Section</i> POWER GENERATION	<i>Location</i> TANUGAMANONO	
<i>Position Code</i> PG-C2-M	<i>Title</i> Chief Engineer Power Generation	<i>Supervisor Position Code</i> ES-C1-GM	
		<i>Salary Grade</i> A13/L13	<i>Salary Rate</i> \$84,049

**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)**

- 1. Demonstrated ability to provide a strategic plan for the Power Generation Division, including a preventative and corrective maintenance plan for all generation assets and equipment of renewable and non-renewable power plants and associated infrastructure**
- 2. Demonstrated ability to coordinate the Division's Annual Work Plan, monitor, evaluate and oversee its overall implementation and take corrective action where necessary.**
- 3. Demonstrated ability to assess, analysis and provide quarterly reports on the condition of the Power Generation network and essential improvements to improve efficiency gains thus reducing system loss.**
- 4. Demonstrated ability to provide advice on safety of employees on the field and the general public and provide appropriate training for staff**
- 5. Demonstrated proven ability to provide advice on managerial level to Board and Management**
- 6. Demonstrated sound knowledge and experience in budget preparation.**

**2. Personal Attributes (refer to JD for full details)**

- i.  Displays transparency and accountability to work at performance of tasks.
- ii.  Has passion and commitment for the Power Generation Division Work.
- iii.  Has excellent team-player spirit and opens to others ideas for improvement of system

**3. Experience and Past Work Performance (refer to JD for full details)**

- i.  Has experience in Management of similar work for over 3 years with good records of work performance

**4. Qualifications (refer to JD for full details)**

- 1.  Minimum a degree in engineering mechanical or any related field from a recognized University
- 2.  registered member of the IPES

**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	Indicate your mother tongue by ticking a box below		Speak	Read	Write
<b>CODE</b> 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**

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
-----------	------

# ELECTRIC POWER CORPORATION



## JOB DESCRIPTION

<b>Position Title:</b> Chief Engineer Power Generation (Manager )	<b>Position Code:</b> PG-C2-M
<b>Position Grade:</b> A13/L13	<b>Salary Grade:</b> \$84,049 per annum
<b>Location:</b> Tanugamanono Power Station	
<b>Reports to:</b> General Manager	
<b>Review:</b> CG-HRM	<b>Date:</b> November 2018

### VISION

**Clean energy sources for affordable and sustainable electricity supply for Samoa**

### MISSION

**To provide and maintain quality electrical services through innovative, sustainable and environmentally sound practices in developing renewable energy sources, generation and distribution infrastructure network, in partnership with customers and stakeholders to support the development of Samoa**

The Electric Power Corporation (EPC) was established in December 1972 and has coverage of power to around 98% of the country. The legal mandate of EPC is to sustainably generate, transmit, distribute and sell electricity to the people of Samoa at the lowest possible cost. EPC is to also deliver optimum energy solutions in a customer-friendly manner through innovative use of all types of energy sources in Samoa giving first priority to renewable energy.

EPC plays a vital role in the development of Samoa and ensures that the Government's number one priority for infrastructure in the energy sector is realised through:

- Increased generation of electricity from renewable sources
- Increased efficiency of power generation and distribution and
- More efficient use of electricity by consumers

Amidst many challenges, EPC continually strives to improve its overall performance to fulfil its core functions and strategic results to all its stakeholders in Samoa.

### VALUES

**Passion** for excellent customer service

**Respect** for all stakeholders (customers, staff, government, community, donors and the environment)

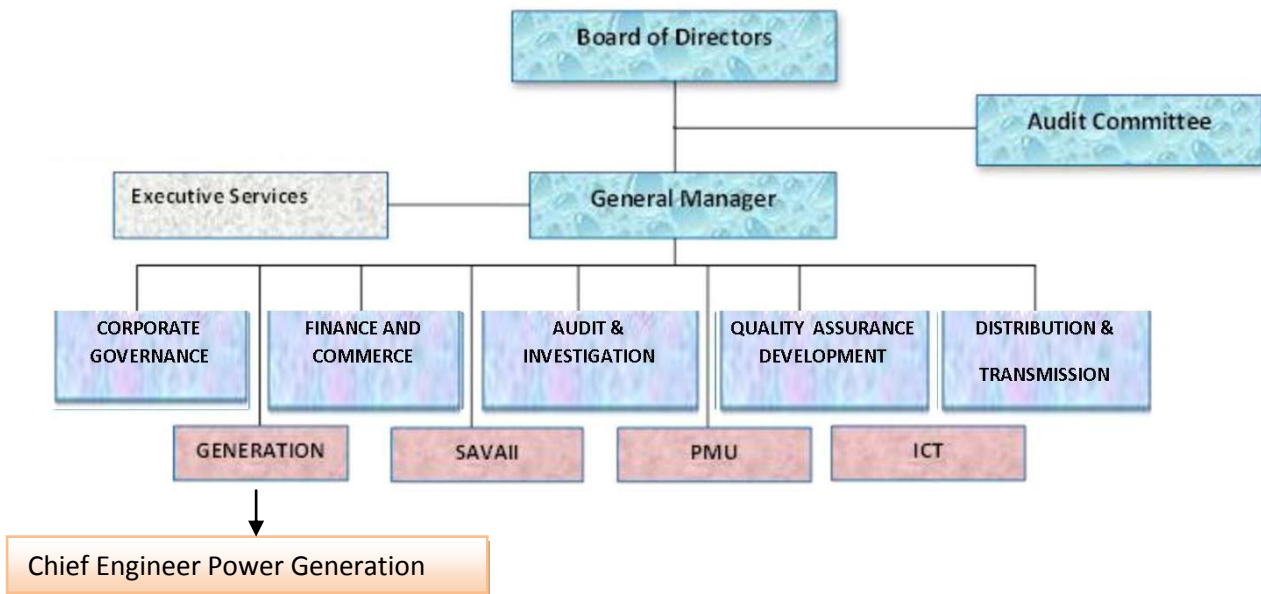
**Integrity** Absolute and honesty in everything we do

**Innovation** Always looking for better and cheaper ways of doing things

**Delivery** Do everything with enthusiasm and determination. Meet the highest standards in everything we do

**Empowerment** Encourage all staff to take responsibility for what they do and encourage them to make decisions that are in the best interest of EPC

## ORGANISATIONAL STRUCTURE OF EPC



### SUMMARY OF THIS POSITION

Under the direct supervision of the General Manager, this managerial position is responsible for the management, budgeting and planning, implementation of strategic plans of the power generation division in Upolu. The position oversees the operation of all diesel and hydro power stations and other renewable sources, including planning for the purchase, installation, commissioning and maintenance of power plants in collaboration with other Divisions of the Corporation on the infrastructure and future needs of electricity in Samoa.

### DESIRED OUTPUTS

The following are the key outputs of this position:

- Completion/approval of the Divisional Annual Work Plan
- Planning and preparation of Divisional Budget
- Develops relevant policies for Generation operations'
- Monthly and annual reports against Divisional Annual Plan
- Manages the operations of all power stations

### 'MAJOR CHALLENGES'.

The position's main challenges are:

- Monitoring and evaluation side of planned works to ensure quality of work in accordance to approved engineering standards

## DETAILED DESCRIPTION OF DUTIES

Major Responsibilities	Activities	Performance Indicators
1.Plans the operations and activities of the Power Generation Division	1.1 Develop the Power Generation Divisional Annual Work Plan aligned with EPC Corporate Plan 1.2 Ensure that senior contract staff annual work plan is developed aligned to the DAWP to achieve Key Performance Indicators and Outputs 1.3 Develop and review division policy, standard operating procedures and controls systems to strengthen the provision of quality services 1.4 Ensure the divisional budget is realistic to deliver the DAWP 1.5 Prudent monitoring of the budget 1.6 Approve procurement of goods and services	1.1.1 DAWP is approved on-time 1.2.1 Senior Staff AWP's approved 1.3.1 Policies vetted/approved, SOP's approved and used 1.4.1 Budget proposal approved 1.5.1 Minimal budget overruns 1.6.1 Full compliance with EPC Finance Policy and GoS Tender Board procurement guidelines
2 Manage and oversee operations of the Power Generation Division	2.1 Enforce health and safety for all staff. It must not be compromised at any time 2.2 Ensure all repair and maintenance work is properly resourced and supervised to gain productivity 2.3 Ensure all new construction works is conducted in accordance with approved design and manual 2.4 Ensure that all power generation repair and maintenance work is executed in accordance with approval 2.5 Prudent monitoring of systems loss and implementing mechanisms to minimize loss	2.1.1 Work-place accidents minimised by 60% 2.2.1 R&M is completed on schedule 2.3.1 100% compliance with Construction/Standards Manual 2.4.1 100% compliance with approval 2.5.1 10% improvement in System Loss 2.6.1 All in House Training documented and accessible



	2.6 Ensure that all Power Generation staff is properly trained in regard to new technology, change in work method, system, operation or procedure before any change is engaged or implemented for their awareness and safety	
3. Provide technical support to Management, other Divisions and Stakeholders	<p>3.1 Advice Management on strategic issues affecting Power Generation operations</p> <p>3.2 Assist Engineers in technical and/or assessment assignments on power generation system loss and to identify least cost options to minimize losses, improve energy efficiency, reliability and security</p> <p>3.3 Provide advice and support to PMU/Sub-contractors and QAD implementing infrastructure projects</p> <p>3.4 Assist in supervision of contract works for compliance</p> <p>3.5 Lead the design, specifying testing and commissioning of power generation assets and provide sound advice to GM</p> <p>3.6 Assist the GM in managing emergency operations due to natural disasters.</p>	<p>3.1.1 PG issues are voiced and discussed in management meetings</p> <p>3.2.1 Mutual consultation and work cooperation with all engineers across the board is evident</p> <p>3.3.1 Project completed on schedule. No delays</p> <p>3.4.1 100% compliance of the Contractor with the approved specification and scope of work</p> <p>3.5.1 Advice is usually accepted by the GM</p> <p>3.6.1 100% compliance with the EPC Emergency Response Plan</p>
4. Reporting and performance monitoring	<p>4.1 Chair the Division and Management meetings to discuss work progress and arising issues</p> <p>4.2 Lead quarterly review of DAWP</p> <p>4.3 Ensure the Division's monthly report is compiled and submitted</p>	<p>4.1.1 Minutes of meetings documented</p> <p>4.2.1 Quarterly reviews documented</p> <p>4.3.1 Monthly reports is</p>

	<p>on time</p> <p>4.4 Review contract staff performance and submit bi annual performance appraisal reports on time</p> <p>4.5 Assist Supervisors with the review of permanent staff performance and submit appraisals on time</p> <p>4.6 Provide counselling for poor performers and take appropriate measures to improve performance</p>	<p>submitted to GM first week of the month</p> <p>4.4.1 Performance appraisal discussed with staff and submitted to CG on time</p> <p>4.5.1 Staff with poor performance is disciplined and placed under a Performance Improvement Plan (PIP)</p> <p>4.6.1 Disciplinary action is effective</p>
5. Any other duty as directed by the GM	<p>5.1 Acting General Manager</p> <p>5.2 Attend meetings as directed to represent EPC</p> <p>5.3 Carry out any other duty as directed by the GM that is within your capabilities.</p>	5.1.1 On-going

### KEY RELATIONSHIPS

INTERNAL	EXERNAL
General Manager All Managers All Staff	Private Sector Contractors IPPs Stakeholders/Government Departments

### Qualifications & Skills:

1. Minimum a degree in engineering mechanical or any related field from a recognized University
2. A registered member of the IPES

### Skills and Abilities

1. Demonstrated ability to provide a strategic plan for the Power Generation Division, including a preventative and corrective maintenance plan for all generation assets and equipment of renewable and non-renewable power plants and associated infrastructure
2. Demonstrated ability to coordinate the Division's Annual Work Plan, monitor, evaluate and oversee its overall implementation and take corrective action where necessary.
3. Demonstrated ability to assess, analyse and provide quarterly reports on the condition of the Power Generation network and essential improvements to improve efficiency gains thus reducing system loss.
4. Demonstrated ability to provide advice on safety of employees on the field and the general public and provide appropriate training for staff

5. Demonstrated proven ability to provide advice on managerial level to Board and Management
6. Demonstrated sound knowledge and experience in budget preparation.

**Personal Attributes**

1. Displays transparency and accountability to work at performance of tasks.
2. Has passion and commitment for the Power Generation Division Work.
3. Has excellent team-player spirit and opens to others ideas for improvement of system

**Experience and Past Work Performance**

1. Has experience in Management of similar work for over 3 years with proven track record of satisfactory work performance.