

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 Driver**” and addressed to:

The General Manager
Electric Power Corporation
Main Office,
5th 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 msagaga@epc.ws before **Monday 11th February 2019 @ 4pm**.

Incomplete and/or late applications will not be considered.

Further Information: Please contact the HRM Section of Corporate Governance Division on phone 65 552.

Electric Power Corporatio

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> FINANCE AND COMMERCE	<i>Location</i> SOGI	
<i>Position Code</i> FC-P-TR	<i>Title</i> Driver	<i>Supervisor Position Code</i> FC-C2	
		<i>Salary Grade</i> A2/L2	<i>Salary Rate</i> \$7,993-\$9,724

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)
i. <input type="checkbox"/> Understands the LTA Road Traffic Regulations
ii. <input type="checkbox"/> Good public relation skills ia lelei le va-fealoai
iii. <input type="checkbox"/> Well versed in English and Samoan (written and oral) ia lelei le tusitusi ma le tautala i Gagana Peretania ma le Samoa
2. Personal Attributes (refer to JD for full details)

- i. honest and reliable
- ii. physically fit
- iii. well versed in keeping vehicles maintenance up-to-date, clean and tidy

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

- i. At least three(3) years of driving experience
- ii. Attended and passed the LTA Drivers Test

4. Qualifications (refer to JD for full details)

- i. Samoa Secondary School Leaving Certificate or PSSC Level of Education
- ii. Holds a valid driver's licence
- iii. Clean police record

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
	Samoan	English	Other (specify)				
CODE							
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.							

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
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ELECTRIC POWER CORPORATION



JOB DESCRIPTION

Position Title: Driver	Position Code: SO-P-AD
Position Status: Permanent	Salary Grade: \$7,993 - \$9,724 per annum
Location: Salelologa Savaii	
Reports to: Senior Finance Officer, Manager Savaii Operations	
Review by: CG-HRM	Date: February 2019

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)

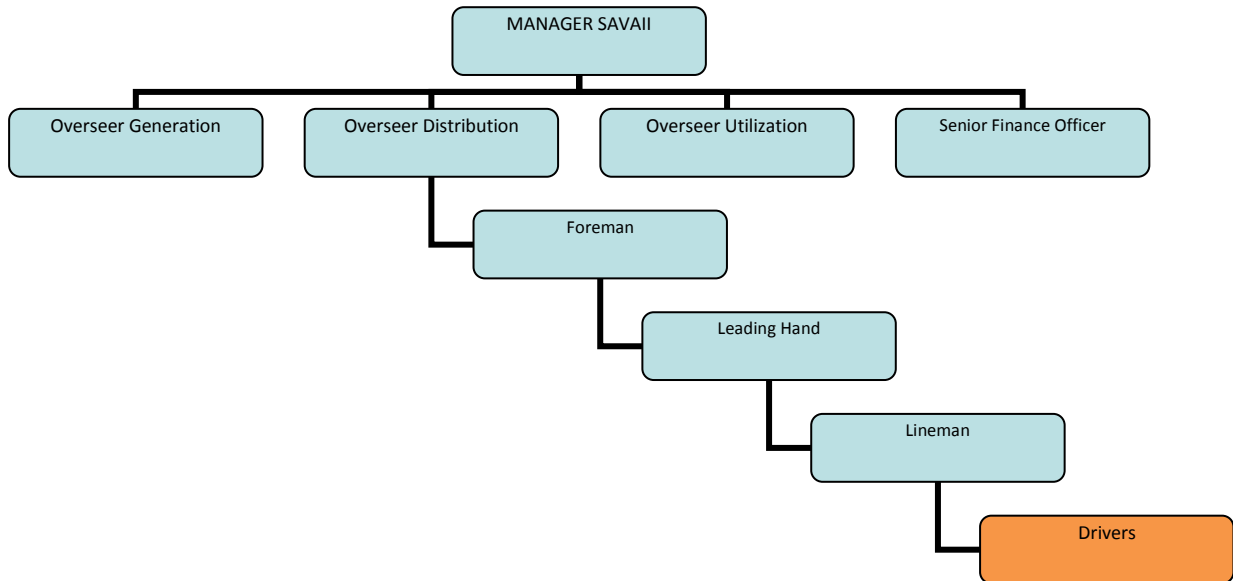
Integrity Absolute and honesty in everything we do

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

DIVISIONAL CHART OF THE FINANCE/COMMERCE DIVISION



SUMMARY OF THIS POSITION.

The EPC Drivers are responsible for daily operation of vehicles, driving, washing and cleaning them on daily basis. Drivers primary role is to ensure the safety in the use of the Corporation motor vehicles and ensure the vehicle is well maintained through regular service and to report any malfunction of vehicles for repair work.

MAJOR CHALLENGES

The driver should extend courtesy to all other road users and drivers and at all times and behave in a civil and orderly manner, obey EPC vehicle rules and policies for safety of its travelling staff during working and after hours.

DETAILED DESCRIPTION OF DUTIES

Major Responsibilities (Tiute)	Activities (Galuega e tatau ona fai)	Performance Indicators (Foliga Vaaia o loo fai le galuega)
1.Maintains the running condition of vehicle. Vaai ma siaki le taavale ina ia faaitiitia le aafiaga o le afi.	Checking radiator water level (siaki le tane vai) Checking oil level (siaki le suauu) and battery acid level Wash / Tidy up the car i aso taitasi (Fufulu ma faamama taavale) Visually inspect tyres for damage or low air pressure. Check/reports all other vehicle damages and malfunction tools/gadgets of EPC Vehciles (Ripoti ma faailoa mai nisi o	Vehicles daily running operations are all well and functioning. (Tumau le lelei i aso uma o taavale i galuega e manaomia ai) Physical appearances of EPC Vehicles are maintained properly. (O loo tulaga lelei taavaele ma māmā i taimi ma aso uma)

	vaega o loo faaletonu o taavale mo le faalelei ina)	
2. Drives vehicles with care and safety all the time	Drives EPC personnel to authorized places of work to carry out their tasks Reports to the Manager and the Transport Officer immediately near miss accident or any accident involving EPC vehicles.	ZERO Accident record / OR Minimise as much as possible if any chance of accident (Leai se taavale e lavea ma omoomo, pe faaitiitia foi i tulaga maualalo lava lea faafitauli)
3. Any other driving responsibilities and duties as requested by the Manager		

SCOPE:

Staff		

KEY RELATIONSHIPS

INTERNAL	EXTERNAL
Manager Savaii Transport Officer All Staff	Consumers/Customers General Public/Road Users

Skills and Abilities

- i. Understands the LTA Road Traffic Regulations
- ii. Good public relation skills *ia lelei le va-fealoai*
- iii. Well versed in English and Samoan (written and oral) *ia lelei le tusitusi ma le tautala i Gagana Peretania ma le Samoa*

Personal Attributes

- i. is honest and reliable
- ii. is physically fit
- iii. is well versed in keeping vehicles maintenance up-to-date, clean and tidy

Experience and Past Work Performance

- i. At least three(3) years of driving experience
- ii. Attended and passed the LTA Drivers Test

Qualifications

- i. Samoa Secondary School Leaving Certificate or PSSC Level of Education
- ii. Holds a valid driver's licence
- iii. Clean police record

E MATUA FAASAINA LAVA LE AVETA VALE ONA IA TAGOFIA NI GALUEGA FAAELETISE