

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 Senior Engineer Dispatching Centre and Radio Telecom**” 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 etesh@epc.ws or to sofalau@epc.ws before **Monday 15th October @ 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 65 552.

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> NATIONAL CONTROL CENTRE	<i>Location</i> FULUASOU	
<i>Position Code</i> NCC-C3-T	<i>Title</i> Senior Engineer Dispatching Centre & Radio Teleco	<i>Supervisor Position Code</i> NCC-C2-M	
		<i>Salary Grade</i> A13/L13	<i>Salary Rate</i> \$75,091 per annum

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. Demonstrated ability to prepare technical and non-technical documentations, reports for operation matters including monthly, quarterly, annually and as requested from time to time.
- ii. Demonstrated technical knowledge of SCADA system and how the systems operates and functions, and;
- iii. Demonstrated ability to Organize with Chief Engineer (NCC), and the Corporate Governance division training for staff and users of the systems
- iv. Ability to work effectively and diligently to resolve complex faults on the power network and plant systems or equipment as the need arises.

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

- i. Displays strong passion and commitment in engineering work in the power generation field.
- ii. Displays transparency and accountable to work.
- iii. Displays strong work ethics, Impartiality and Professionalism.
- iv. Prioritizes safety procedures at all times

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

At least 3 years of professional experience in Engineering or any combination of relevant work experience.

4. Qualifications (refer to JD for full details)

A Bachelor Degree in Electrical and/or Electronic Engineering and/or with Telecommunications from a recognised tertiary institution

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.

Section10: 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: Senior Engineer Dispatching Centre and Radio Telecom	Position Code: NCC-C3-T
Position Grade: A13/L13	Salary Grade: \$75,091 per annum
Location: Fuluasou	
Reports to: Chief Engineer National Control Centre	
Review by: CE-NCC, CG-HRM	Date: August 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)

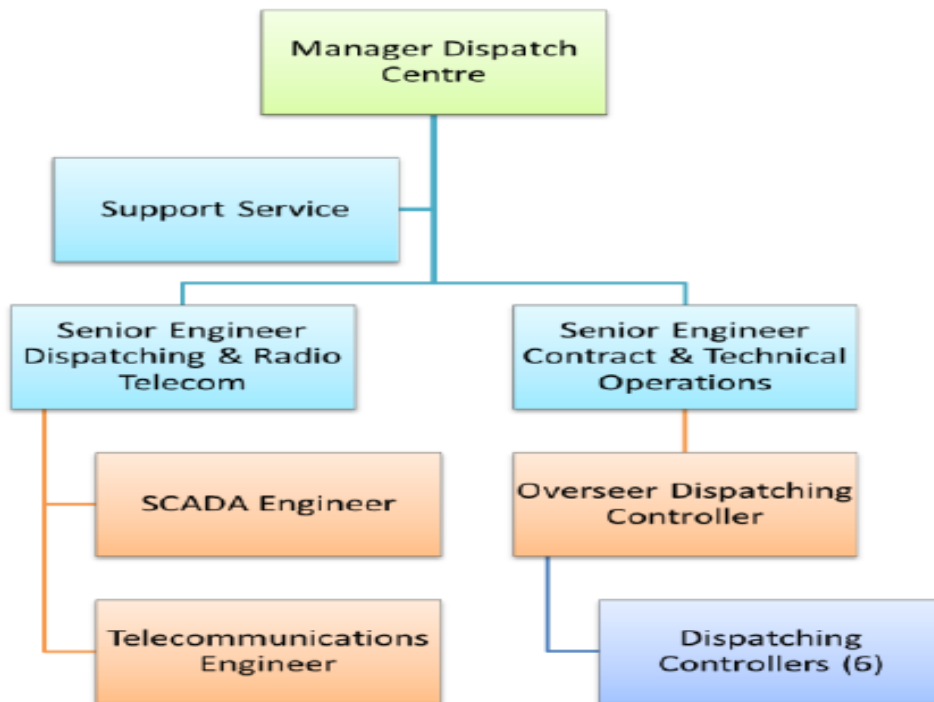
Integrity Absolute and honesty in everything we do

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

DIVISIONAL STRUCTURE OF NATIONAL CONTROL CENTRE



SUMMARY OF THIS POSITION

Under the direct supervision of the Chief Engineer (Manager) Power Generation, this senior technical position is responsible for the operation of the National Control Centre system at Fulusou involving the SCADA system for dispatching, switching, energy management and power restoration. The position also assists the Chief Engineer (Manager) in the monitoring the communication network system and providing set points for IPPs to provide sufficient capacity at all times.

DESIRED OUTPUTS / 'MAJOR CHALLENGES'

The following are the key outputs of this position:

1. SCADA system is well functioned and fully utilised for dispatching, switching, energy management and power restoration.
2. EPC communication network system is fully operational and utilised.
3. All IPPs are well monitored for efficient and sufficient supply of electricity.
4. ALL Remote EPC operations are connected and linked to the system.
5. All reports related to SCADA, communication system are produced on time with accuracy.

DETAILED DESCRIPTION OF DUTIES

Responsibilities/ Expectations	Activities	Performance Indicators
1. Manages and oversees the EPC overall SCADA System	<ul style="list-style-type: none"> i. Daily monitoring of the EPC SCADA system ii. Planning and implementing telephony solutions for all EPC locations iii. Defining and updating all division's data and telecommunication documentations and databases 	<p>EPC SCADA System is full capitalised and operational at all time with very minimum disruption.</p> <p>On time and accurate provision of monthly report to the Manager on the progress status</p>
2. Provides appropriate and timely technical advice on matters relating to SCADA and control systems.	<ul style="list-style-type: none"> i. Monitoring performance, protocol compatibility and capacity of systems, performing systems tuning with recommendations for improvements. 	<p>Systems are well in place and technically function at all time</p> <p>Timely submission of periodic report on areas requiring improvements on SCADA system every month</p>
3. Works collaboratively with Engineers and technical team to create detailed design and deployment documentation from technical architecture designs for telecommunication systems, networks, software and signalling system.	<ul style="list-style-type: none"> i. Review system designs and specifications of equipment, and all materials for SCADA system. ii. Assisting in the planning, forecasting, implementation, and identification of resources requirements for the systems. ii. Oversees the EPC telephone and radio telephone network system to ensure full operation at all times. 	<p>SCADA system serves the purpose of its implementation and all EPC telecommunication systems are upgraded and response well to the needs of the operation.</p> <p>On time and accurate provision of monthly report to the Manager on the progress status</p>
4. Carries out duties in accordance with the EPC safety, environmental and quality policy, work safety principles, corporate values and strategies.	<ul style="list-style-type: none"> i. Visitations to sites to inspect the safety of all equipment related to the SCADA systems 	<p>Every component equipment and tools of the SCADA system operates at safer environment.</p>

<p>Dispatching Requirements:</p> <p>5. Responsible for: Ensuring the Power Network has adequate generation capacity to service the demand 24/7</p> <p>6. Ensuring the capacity off, and contribution from renewable energy sources produced over the month is maximized.</p> <p>7. Work in collaboration with the Senior Engineer of the Thermal and Renewable Divisions to plan out and schedule major services to ensure the most effective and efficient generation mix is employed with matching the demand and any one time and during the major services when optimal options may not be available.</p> <p>8. Ensure production reports are available for the Manager and team to review before it is presented to senior management.</p>	<p>i. Plan daily schedule of plant operations in view of risks and probable demand forecast in relation with available machines.</p> <p>ii. Work to Plant out services with the Senior Engineer of RE and Thermal to achieve this requirement.</p> <p>iii. Work to plan scheduled major services without affecting the capacity of the network to service the demand.</p> <p>iv. Maximizes staff involvement with assisting maintenance crew during the major services.</p> <p>v. Target 2nd of the month for the report to be compiled by and presented for Senior staff discussion</p> <p>vi. Ensure errors in data presented is checked and minimized if not eliminated completely.</p> <p>vii. Outage Reports to be presented in minutes for Feeder outages.</p> <p>viii. Detailed Major Outages Reports to be available in six hours from the outage.</p> <p>ix. Work with staff under direction to avoid and or</p>	<p>On time and accurate provision of monthly report to the Manager on the progress status on the following indexes: SAIDI and SAIFI or each month. Target for this Year: SAIDI = < 500 SAIFI = < 10</p> <p>Target for RE 2015-2016 = 45% Target for RE 2016-2017 = 85% Target RE 2017 -2017 Dec = 100%</p> <ul style="list-style-type: none"> • Availability of machines maximizes. • RE production contribution at no less than 40% • Monthly Reports available in two days after the month for manager and Senior Staff discussions. • No errors in reported data.
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<p>9.Ensure the operation of each plant site is at optimal level by ensuring staff and on site personnel are effectively utilized,</p> <p>10.Work with IPPs (Independent Power Producers) to effectively care for the capacity requirements maximizing the resources to ensure demand is met at the most cost effective sources while ensuring security of supply.</p>	<p>minimize absentee due to unscheduled leave.</p> <p>x. Plan in collaboration with the Senior Engineers of RE and Thermal divisions and with IPPs the production mix allocating resources to enhance the RE contribution and supply security.</p>	<ul style="list-style-type: none"> • Outage reports on feeder outage available in 5 minutes or from time the fault occurred. • Reports on Major Fault and or System disturbances to be available in 6 hours from the time the fault occurred. <p>Staff absentee reduced to 1 per month if no zero. Staff scheduled is optimized to ensure staff are not overworked or disadvantaged.</p> <p>Maximize without curtailment nor shortfall the use of Renewable Sources to meet the demand on a daily basis.</p> <p>Present through reports outcome</p>
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SCOPE:

	Direct	Indirect
Staff	Communications Engineer SCADA Engineer Operations Overseer 3 team members.	SCADA and Communications Staff Operation Staff and support persons in the field About 40 team members.
Budget Allocation	N/A	N/A

KEY RELATIONSHIPS

INTERNAL	EXTERNAL
General Manager All Managers All Staff	EPC stakeholders Local Suppliers Customers and Clients

Skills and Abilities

- i. Demonstrated ability to prepare technical and non-technical documentations, reports for operation matters including monthly, quarterly, annually and as requested from time to time.
- ii. Demonstrated technical knowledge of SCADA system and how the systems operates and functions, and:
- iii. Demonstrated ability to Organize with Chief Engineer (NCC), and the Corporate Governance division training for staff and users of the systems
- iv. Ability to work effectively and diligently to resolve complex faults on the power network and plant systems or equipment as the need arises.

Personal Attributes

- i. Displays strong passion and commitment in engineering work in the power generation field.
- ii. Displays transparency and accountable to work.
- iii. Displays strong work ethics, Impartiality and Professionalism
- iv. Prioritizes safety procedures at all times

Working Experience

At least 3 years of professional experience in Engineering or any combination of relevant work experience.

Qualifications

A Bachelor Degree in Electrical/ Electronic Engineering, with Telecommunication from a recognised University.