

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 Board Executive Assistant**” 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 29th 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> EXECUTIVE	<i>Location</i> SOGI	
<i>Position Code</i> ES-C4-B	<i>Title</i> Board Executive Assitant	<i>Supervisor Position Code</i> ES-C1	
		<i>Salary Grade</i> A11/L11 contract3yrs	<i>Salary Rate</i> \$60,000 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 skills and abilities to organise and schedule Board Meetings with professional approach and high level of competency.
- ii. Demonstrated ability to organise and arrange Board Paper submissions for Board meetings from all divisions on timely manner and excellent computer skills.
- iii. Demonstrated ability to take and prepare minutes of Board Meetings in a more organised and professional acceptable manner of presentation.
- iv. Demonstrated ability to disseminate the appropriate Board Resolutions for Management and Staff information and have the Confidential matters handled in a very high level of professionalism.
- v. Demonstrated ability to provide supervisory roles for junior staff in the Executive Division and take up appropriate measures for improvement of performances.
- vi. Demonstrated excellent skills in Communication and Public Relations, and maintains confidential records and information.

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

- i. Displays high level of Work ethics, Transparency and Accountability all time.
- ii. Displays strong Passion, Commitment and Dedication for Board Secretarial work.
- iii. Works independently and shows maturity the execution of tasks for the GM and Board work

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

The candidate in this position must have work experience in Secretarial work at Government Board Level with proven records.

4. Qualifications (refer to JD for full details)

A Diploma in Secretarial Studies or Office Administration from a recognised Institution - A Bachelor of Arts Degree in Social Science is an advantage

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
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.	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
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ELECTRIC POWER CORPORATION



JOB DESCRIPTION

Position Title: Board Executive Assistant	Position Code: ES-C4-S
Position Grade : A11/L11 contract 3years	Salary Grade: \$60,000 per annum
Location: 5 th Level - TATTE Building SOGI	
Reports to: General Manager, Chairman and the Board of Directors	
Review by: CG	Date: September 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)

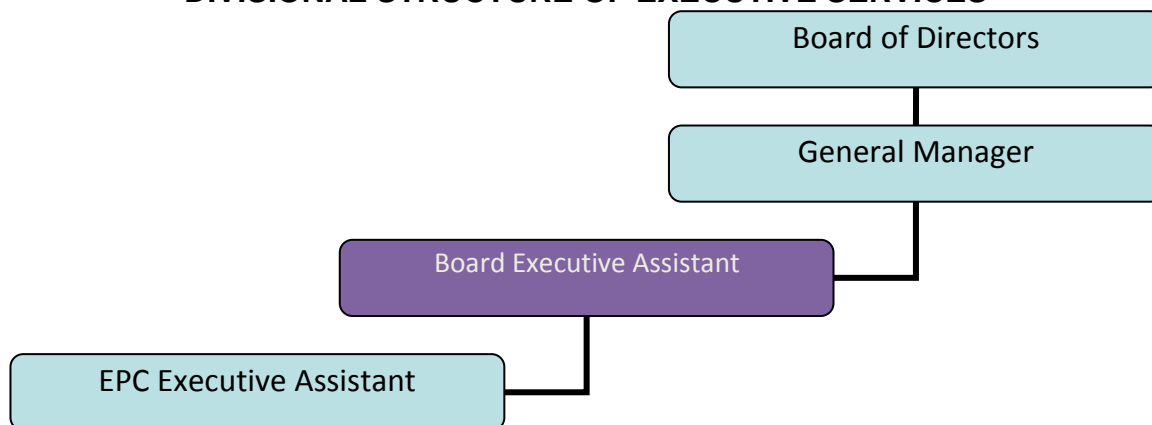
Integrity Absolute and honesty in everything we do

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 EXECUTIVE SERVICES



SUMMARY OF THIS POSITION

This position provides a wide range of highly responsible executive level support and administrative assistance to the Board of Directors, General Manager and EPC staff. Responsibilities include:

- i. Exchange of information and documentation of outcomes in support of Board activities and work in collaboration with GM.
- ii. Disseminates Board Resolution to Management and Staff.
- iii. The Board Secretary also serves as the principal contact for the Board of Directors and oversees a team of direct reports to fulfill these duties.

DESIRED OUTPUTS /‘MAJOR CHALLENGES’

The following are the key outputs of this position:

- Dealing with high level, urgent and confidential issues;
- Managing varied and conflicting demands to meet agreed standards and timelines;
- Board meetings run efficiently and effectively;
- All documentation for meetings is correct and on time;
- Correct and up-to-date file for minutes;
- All Board papers are accurate, up-to-date and accessible to GM
- Keep an Up-to-date Policy and Procedures Manual
- Maintaining a high level of confidentiality;

The main challenges faced by this position are as follows:

- Able to handle the workload and accomplish goals is essential to the daily functions in the office and to the performance of the corporation;
- Stay organised and be on top of everything as required and requested of her daily;
- Ensure that reports, files and other information are properly filed, readily available and secure makes the work of your superiors much easier

DETAILED DESCRIPTION OF DUTIES

Responsibilities/ Expectations	Activities	Performance Indicators
<p>1. Provide secretarial support to the EPC Board Directors.</p>	<p>1.1 Coordinate development of the Board and Board Committee calendars, assist determine and plan the frequency of meetings and ensure that proper notification is given of the directors' meetings;</p> <p>1.2 Prepares Board meeting material including minutes, agendas, notices, resolutions, ordinances and any other materials as required; disburses and prepare staff notices as required by the General Manager;</p> <p>1.3 Ensures that accurate recording of minutes of Board meeting as well as Sub Committee meetings;</p> <p>1.4 Keep all official records of Board and Management activities e.g minutes of proceedings and resolutions.</p> <p>1.5 Ensures that up-to-date records of Government legislations, Regulations and Cabinet Directive are maintained and made available to the Board, GM & management when requested;</p> <p>1.6 Keep a record and registry of approved policies in the Policy manual, making sure that the General Manager and Chairman signed the policies before they are made available to relevant/authorized personnel.</p> <p>1.7 Assist the General Manager by means of ensuring that all department managers reports are submitted on</p>	<p>1.1.1 Board of Directors and Sub Committee calendar approved</p> <p>1.1.2 Timely preparation and circulation of board minutes, notices and resolutions to board members</p> <p>1.1.3 Minutes are accurate and decisive. No corrections.</p> <p>1.1.4 Efficient and effective records keeping</p> <p>1.1.5 Library and record archive is in order</p> <p>1.1.6 EPC approved policy registry is properly maintained.</p> <p>1.1.7 Timely preparation and submission of GM's report</p>

	<p>time; follow up on reports and compiling corresponding appendices for the GM's report.</p> <p>1.8 Draft cabinet submissions, letters and internal memorandums for GM's and Board perusal.</p> <p>1.9 Maintains and monitors a calendar of important dates such as audit dates, court dates (if applicable) and any others.</p> <p>1.10 Maintains a record of staffs/managers contracts, benefits and performance evaluation decisions, ensuring that they are made available to Directors when requested.</p> <p>1.11 Develop and maintain professional communications with both the GM and Corporation's main contacts, internally and externally.</p> <p>1.12 Ensures that all files are kept in good order for the next Board secretary.</p> <p>1.13 Performs any other related duties assigned by the GM and Chairman of the Board from time to time.</p>	<p>1.1.8 Timely preparation and submission of Cabinet submissions</p> <p>1.1.9 GM and Board is informed in advance of important events</p> <p>1.1.10 Effective contract staff records management</p> <p>1.1.11 Excellent relationship management</p> <p>1.1.12 Robust records management system in place</p> <p>1.1.13 Performance of other duties is satisfactory</p>
2. Supervise the executive staff	<p>2.1 Overseer service at the reception desk</p> <p>2.2 Provide mentoring and counselling for their legitimate duties and responsibilities</p> <p>2.3 Review performance of staff</p> <p>2.4 Assist with on the job training of staff to comply with the service charter protocol and policy</p>	<p>2.1 Reception desk is attended at all times</p> <p>2.2 90% attendance rate with barely no complaints registered</p> <p>2.3 Staff annual performance review complete</p> <p>2.4 Conduct 2 in house training per year.</p>
3. Policy development	<p>3.1 Lead development or review of policy and standard operating procedures</p> <p>3.2 Conduct awareness workshop to familiarise</p>	<p>3.1.1 Policy approved</p> <p>3.2.1 Workshop</p>

	staff with new or revised policy	complete
4. Report writing	4.1 Prepare reports for the Board of Directors, Sub Committee or General Manager	4.1.1 Timely submission of progress report to Manager CG
5. Other duties	5.1 Perform other duties as directed that is within your capabilities 5.2 Represent EPC in meetings/workshops/seminars etc	5.1.1 Performance of other duties is satisfactory 5.2.1 Effective contribution to meeting

KEY RELATIONSHIPS

INTERNAL	EXTERNAL
Board, GM & All Staff	Govt Ministries, S.O.E's.

SELECTION CRITERIA

Skills and Abilities

- i. Demonstrated skills and abilities to organise and schedule Board Meetings with professional approach and high level of competency.
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- v. Demonstrated ability to provide supervisory roles for junior staff in the Executive Division and take up appropriate measures for improvement of performances.
- vi. Demonstrated excellent skills in Communication and Public Relations, and maintains confidential records and information.

Personal Attributes

- i. Displays high level of Work ethics, Transparency and Accountability all time.
- ii. Displays strong Passion, Commitment and Dedication for Board Secretarial work.
- iii. Works independently and shows maturity the execution of tasks for the GM and Board work

Working Experience

The candidate in this position must have work experience in Secretarial work at Government Board Level with proven records.

Qualifications

A Diploma in Secretarial Studies or Office Administration from a recognised Institution
- A Bachelor of Arts Degree in Social Science is an advantage