

ELECTRIC POWER CORPORATION



HR-RSA 403(ii) ver.03

INSTRUCTIONS

The application pack contains the **application form** and **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 Internal Auditor**” 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 on or 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> INTERNAL AUDIT	<i>Location</i> SOGI	
<i>Position Code</i> IA-C4-SI	<i>Title</i> Senior Internal Auditor	<i>Supervisor Position Code</i> IA-C1	
		<i>Salary Grade</i> A11/L11	<i>Salary Rate</i> \$60,000

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 Manager 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 and skills in the preparation of the Division's Annual Audit Plan, and provides audit advice for the Plan.
- ii. Demonstrated skills and abilities to provide sound audit advice to Finance and other EPC divisions on internal control measures and procedures to follow for smooth execution of the operation especially in the Financial management discipline.
- iii. Demonstrated abilities to prepare division's progressive reports to Manager on monthly basis or when required.
- iv. Demonstrated skills and abilities to carry out investigations where the Audit team is needed and make appropriate recommendations for decision making.
- v. Has the ability to provide supervisory and leadership skills to the team, and has good time management and good organisational skills.
- vi. Very good understanding of government audit process and legislations, and EPC approved policies.

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

- i. Displays Transparency and Accountability for actions.
- ii. Possesses very strong Passion, and determination for Audit work, and pays meticulous attention to details, and upholds work ethics at all time.
- iii. Displays independency in decisions, and reflecting excellent audit judgment and values.

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

The candidate in the position must have a minimum of three years of working experience in Auditing with good performance records.

4. Qualifications (refer to JD for full details)

The candidate in this position holds a Bachelor Degree in Accounting/Auditing and Financial Management from a recognised University.

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: Senior Internal Auditor	Position Code : IA-C4-IA
Position Grade: A12/L12 contract 3 years	Salary Grade: \$60,000 per annum
Location: 5 th Level - TATTE Building SOGI	
Reports to: Manager Audit & Investigation	
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 – INTERNAL AUDIT & INVESTIGATION DIVISION



SUMMARY OF THIS POSITION

Under the general direction of the Manager Audit and Investigation, the Senior Internal Auditor (SIA) assists the division with planning, executing and reporting financial, operation and compliance related audits/projects to facilitate compliance with legislation, corporate regulations and policies and generally accepted accounting standards and principles as defined by the Annual Audit Plan. The position is to review each department and personnel planning, accounting, custodial or control activities against corporate policies and procedures, and in a manner consistent with EPC objectives and high standards of administrative practice.

DESIRED OUTPUTS / ‘MAJOR CHALLENGES’

The following are the key outputs of this position:

- Draft Annual Risk Assessment for MIA finalisation
- Improved Internal Controls and Compliance with relevant approval Policies and Legislation.
- Improved governance and leading practice of accountability within the Corporation.

The main challenge that is faced with this position is to ensure audits are achieved at the level of quality and according to schedule.

DETAILED DESCRIPTION OF DUTIES

Responsibilities/ Expectations	Activities	Performance Indicators
Provides assistance in the planning and implementation of the Annual Audit Plan	i. Participates in team meetings to finalise audit plan including audit background, preliminary objectives/scope, audit budget and audit execution schedule ii. Assist in annual risk assessment to develop the Annual Audit Plan iii. Reviews audit documentation, begins	Draft risk assessment for Manager Audit to finalise First level review of work paper approved by Manager Audit

	<p>to determine risks and potential impact of risks on organisation</p> <p>iv. Provides a first level review of work paper documentation to ensure that the retained documentation supports the audit work performed and submit to Chief Internal Auditor for approval</p>	
<p>Ensures the organisations control systems are appropriate and corporate initiatives and operations are effective</p>	<p>i. Performs root cause analysis on exceptions identified during audits, validates and investigates root causes and works with the CIA to develop a cost effective internal control improvement and help foster a positive control conscious environment</p> <p>ii. Designs and implements audits to assess the effectiveness and application of financial systems and operational controls, the reliability and accuracy of data and information developed, and the adequacy of controls ensuring the safeguarding of assets and the effectiveness of operations</p> <p>iii. Evaluates and assesses the effectiveness of significant corporate initiatives, processes, operations, information technology implementation and control processes to ensure appropriate internal controls have been considered</p> <p>iv. Leads Audit team when required for</p>	<p>Audit reports completed at required level of quality and submitted to Manager for endorsement.</p> <p>Investigation Reports submitted with Recommendations for decision.</p>

	internal investigations.	
Recommend improvement strategies to the organisations operations	<p>v. Assists in making presentations to management throughout and at the conclusion of the audit work by discussing process and control deficiencies, and recommending corrective actions and other suggestions for improvements.</p> <p>vi. Prepares audit reports ensuring comments are clear, concise and focused on the root cause of issues</p> <p>vii. Provides necessary supervision to assigned audit staff</p> <p>viii. As required, provides assistance to external auditors during their interim and annual reviews of the corporation</p> <p>ix. Performs other related duties or as directed by the MIA from time to time</p>	<p>Prepares presentation of audit findings and conclusions for approval</p> <p>Internal Audit staff supervised</p>

KEY RELATIONSHIPS

INTERNAL	EXTERNAL
Management Audit Committee All staff	Audit Office, and Government Ministries and SOEs.

SELECTION CRITERIA

Skills and Abilities

- i. Demonstrated ability and skills in the preparation of the Division's Annual Audit Plan, and provides audit advice for the Plan.
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- iv. Demonstrated skills and abilities to carry out investigations where the Audit team is needed and make appropriate recommendations for decision making.

- v. Has the ability to provide supervisory and leadership skills to the team, and has good time management and good organisational skills.
- vi. Very good understanding of government audit process and legislations, and EPC approved policies.

Personal Attributes

- i. Displays Transparency and Accountability for actions.
- ii. Possesses very strong Passion, and determination for Audit work, and pays meticulous attention to details, and upholds work ethics at all time.
- iii. Displays independency in decisions, and reflecting excellent audit judgment and values.

Working Experience

The candidate in the position must have a minimum of three years of working experience in Auditing with good performance records.

Qualification

The candidate in this position holds a Bachelor Degree in Accounting/Auditing and Financial Management from a recognised University.