

# ELECTRIC POWER CORPORATION



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*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 Supervisor Administration and Payroll**” 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 [sofalau@epc.ws](mailto:sofalau@epc.ws) before **Monday 29<sup>th</sup> 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> CG	<i>Location</i> SOGI	
<i>Position Code</i> CG-C4-AP	<i>Title</i> Supervisor Administration & Payroll	<i>Supervisor Position Code</i> CG-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. Possesses good understanding and knowledge of Payroll system process.
- ii. Demonstrated ability to organise and supervise the Filing system for Staff and all other internal and external Correspondence.
- iii. Demonstrated ability to work with limited supervision and has supervisory skills and has good teamwork and organisation.
- iv. Demonstrated ability and skills to provide sound advice to the Manager and team on initiatives to improve work of the division.
- v. Sound understanding of the EPC and other Government bodies systems and policies and their applications in work place.
- vi. Good understanding of the importance of an open communication network at workplace amongst staff.
- vii. Demonstrated ability to use software systems in payroll, and work using Microsoft word and Excel.
- viii. Demonstrated ability to write and compile reports.

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

- i. Applies Transparency to work and Accountable for actions.
- ii. Shows Passion and Commitment to work.
- iii. Establishes good relations with EPC Staff and clients in a professional manner.

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

Proven records of more than 3 years of working experience in Administration and Payroll work with successful past records.

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

A Bachelor of Arts or a Diploma in Public Administration from a recognised 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
<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
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# ELECTRIC POWER CORPORATION



## JOB DESCRIPTION

<b>Position Title:</b> Supervisor Administration and Payroll	<b>Position Code:</b> CG-C4-AP
<b>Position Grade:</b> A12/L12 contract 3 years	<b>Salary Grade:</b> \$60,000 per annum
<b>Location:</b> 5 <sup>th</sup> Level - TATTE Building SOGI	
<b>Reports to:</b> Manager Corporate Governance	
<b>Review by:</b> HRM 2018	<b>Date:</b> 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)

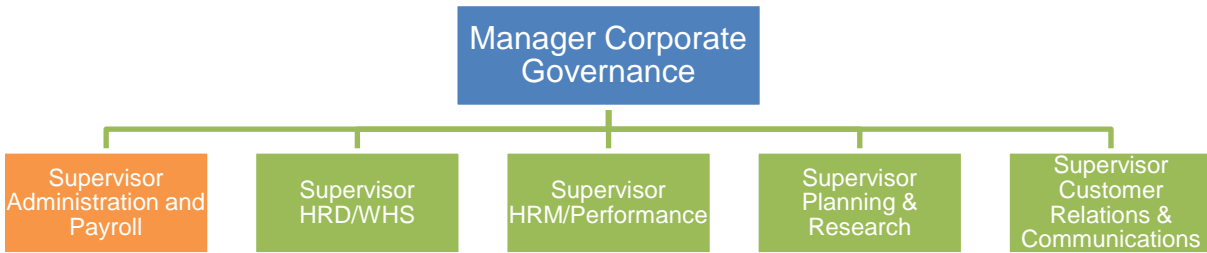
**Integrity** Absolute and honesty in everything we do

**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 – CORPORATE GOVERNANCE



### SUMMARY OF THIS POSITION

This position supports the Corporation for ensuring compliance of Good Governance and promoting an open environment and free flow of information amongst staff.

The Supervisor of Administration & Payroll will be responsible for management and administration of all staff personnel records which includes payroll and central filling system, and integrating all manual records and centralize system

### DESIRED OUTPUTS / 'MAJOR CHALLENGES'

The following are the key outputs of this position:

- Accurate payroll report
- Update balance of leaves
- Implementation of a central filling system for internal and external correspondences

The main challenges faced by this position are as follows;

- All personnel records to be electronically accessed
- Electronic approval leave system
- Electronic timesheet processing

### DETAILED DESCRIPTION OF DUTIES

Responsibilities/ Expectations	Activities	Performance Indicators
1. Supervise payroll and general administration	1.1 Oversee checking of timesheets and payroll processing; 1.2 Oversee checking of staff leave record 1.3 Oversee checking and monitoring of all attendance book; 1.4 Provides update list of headcount on monthly basis. 1.5 Prepares related internal and external correspondences to staff	1.1.1 Accurate Payroll report every fortnight 1.1.2 Updated leave maintenance on Daffron and card 1.1.3 Monthly report submitted to Line Managers 1.1.4 Monthly report submitted to Manager CG 1.1.5 Timely preparation and dispatching of correspondence

	<p>when required.</p> <p>1.6 Prepare Board Paper for staff overseas official travel and arrange all essential documentation</p> <p>1.7 Oversee preparation of the monthly leave return and circulation to all Divisions</p> <p>1.8 Advises HRM section three (3) months in advance on staff anniversary due dates for conducting of performance appraisal reports and retirees</p> <p>1.9 Oversee checking of calculate of staff benefits and entitlements</p> <p>1.10 Oversee processing of Staff Authority for payment</p> <p>1.11 Procurement of stationary and essential cleaning products for office use</p> <p>1.12 Monitor staff performance</p>	<p>1.1.6 Travel arrangements approved</p> <p>1.1.7 Monthly leave return is circulated to staff</p> <p>1.1.8 Admin advise is in accurate and in advance</p> <p>1.1.9 Calculation of employment benefits and entitlements is accurate</p> <p>1.1.10 Staff Authorities and related documents prepared on timely manner.</p> <p>1.1.11 Compliance will GoS and EPC procurement policy and guidelines</p> <p>1.1.12 Effective monitoring</p>
2. Supervise records management	<p>2.1 Disseminate all relevant information including board resolutions for ALL staff awareness.</p> <p>2.2 Prepares internal memorandum and communicates all decisions made by GM and management.</p> <p>2.3 Oversee central record filing management</p> <p>2.4 Liaises with ICT team and Accounts staff to maintain integrity of data, and responsible for monitoring the pay system.</p> <p>2.5 Monitor staff performance</p>	<p>2.1.1 Timely dissemination of board and management decision</p> <p>2.1.2 Timely distribution of internal and external letters</p> <p>2.1.3 Up to date filing of records. No unfiled record.</p> <p>2.1.4 Personal data is complete and accurate on the Daffron System and personal files</p> <p>2.1.5 Effective monitoring</p>
3. Policy development	<p>3.1 Lead development or review of administration and payroll policy and standard operating procedures</p> <p>3.2 Conduct workshop for staff awareness of new or revised policy</p>	<p>3.1.1 Policy approved</p> <p>3.1.2 Two workshop per year</p>



4. Plan work and prepare reports	4.1 Develop & review the work plan for Admin/Payroll Section 4.2 Prepare and submit monthly progress reports to Manager CG	4.1.1 Work plan approved 4.1.2 Timely preparation and submission of monthly reports to Manager CG
5. Other duties as directed	5.1 Act in the capacity as Manager Corporate Governance 5.2 Carry out other duties as directed by Management that is within your capabilities 5.3 Represent EPC to meetings, workshops, seminars etc	5.1.1 Performance in acting capacity is satisfactory 5.1.2 Performance of other duties is satisfactory 5.1.3 Effective contribution in meetings.

## KEY RELATIONSHIPS

INTERNAL	EXTERNAL
Management and All Staff	Government Ministries, S.O.E's and Private Sector.

## SELECTION CRITERIA

### Skills and Abilities

- i. Possesses good understanding and knowledge of Payroll system process.
- ii. Demonstrated ability to organise and supervise the Filing system for Staff and all other internal and external Correspondence.
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### Personal Attributes

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- ii. Shows Passion and Commitment to work.
- iii. Establishes good relations with EPC Staff and clients in a professional manner.

### Experience and Past Work Performance

Proven records of more than 3 years of working experience in Administration and Payroll activities with a successful past performance records.

**Qualification(s)**

A Bachelor of Arts in Public Administration or Management from a recognised Institution