

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 Supervisor Debt Management**” 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> FINANCE & COMMERCE	<i>Location</i> SOGI	
<i>Position Code</i> FC-C4-DM	<i>Title</i> Supervisor Debt Management	<i>Supervisor Position Code</i> FC-C3-AM	
		<i>Salary Grade</i> A11/L11	<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 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)**

- Demonstrate vast knowledge and understanding of finance policy and debt recovery principles
- Demonstrate proven ability to build relationship with debtors with good public relations and negotiation skills
- Demonstrate proven ability to effectively communicate in a patient, sympathetic and tactful ways with all clients
- Demonstrate proven ability to work in a team based environment
- Computer literate and possess well developed analytical skills

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

- Matured, respectful with displays common courtesy
- Strong work ethics with high level of integrity
- Good listener and lead by example

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

- Minimum of 3 years of relevant working experience in debt management activities
- A proven successful past performance record

4. Qualifications (refer to JD for full details)

- Minimum of a bachelor degree in Accounting, Finance, Commerce or Business Management from a reputable 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
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: Supervisor Debt Management	Position Code: FC-C4-DM
Position Grade: A11/L11 contract 3 years	Salary Grade: \$60,000 per annum
Location: 5 th level, TATTE Building, SOGI	
Reports to: Assistant Manager – Finance, Manager Finance & Commerce	
Review: CG-HRM	Date: October 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)

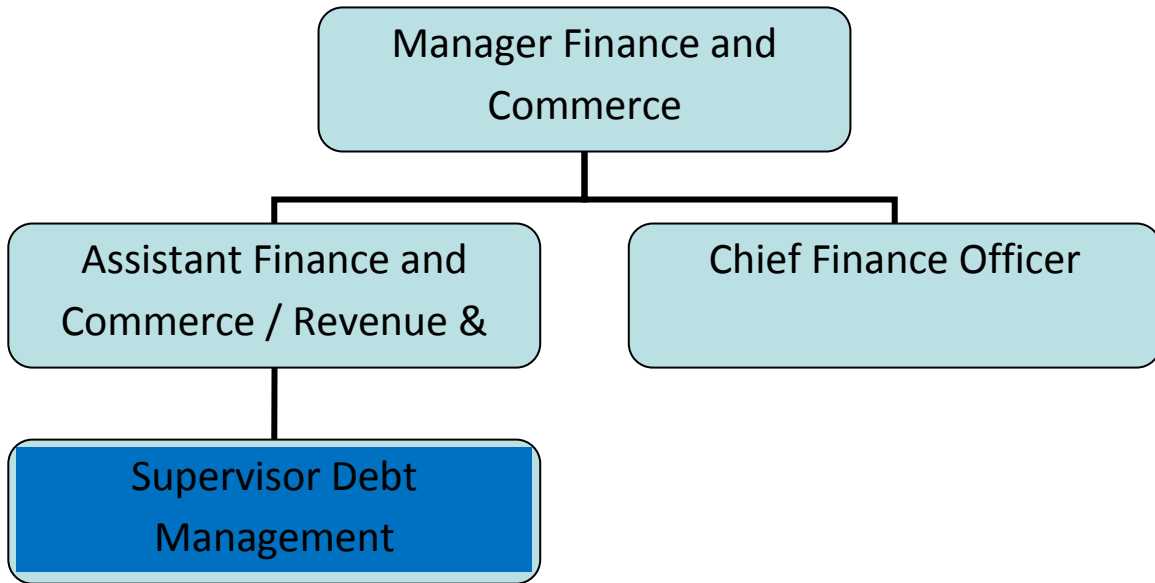
Integrity Absolute and honesty in everything we do

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

ORGANISATIONAL STRUCTURE OF EPC



SUMMARY OF THIS POSITION

Responsible for overseeing the management and recovery of all debts and arrears to EPC as well as overseeing debts of the EPC to international institutions such as ADB and the World Bank.

DESIRED OUTPUTS / 'MAJOR CHALLENGES'

The following output is expected from the position:

- Report against activities of Debt Management Framework
- Monthly report on faulty meters and tampering including amount of accrued

DETAILED DESCRIPTION OF DUTIES

Responsibilities/ Expectations	Activities	Performance Indicators
1. Supervise operations of the Debt & Recovery Team	1.1 Develop & review work plan for D&R activities 1.2 Design innovative strategies to improve debt recovery 1.3 Assign and allocate work to staff and monitor their performance 1.4 Analyze arrears and recommend to the Assistant Manager when appropriate, adverse actions on overdue accounts 1.5 Assist in the	1.1.1 Work plan approved 1.1.2 Evidence of improvement of debt recovery 1.1.3 Evidence of increase in productivity 1.1.4 Recommended action is approved 1.1.5 Staff full compliance with policy and law

	development and training of staff for compliance with all policies, laws, and procedures as they relate to collections	
2. Assist in planning prioritize and coordinate financing projects and loan repayments	<p>2.1 Implement the approved Debt Management Framework</p> <p>2.2 Monitor EPC loans and payments</p> <p>2.3 Liaise with MOF on loan conditions and document all correspondence</p> <p>2.4 Prepare monthly reconciliation reports</p>	<p>2.1.1 Compliance with the EPC Debt Management Framework</p> <p>2.2.1 Prepare monthly reports and submit to Assistant Manager</p> <p>2.3.1 Record is in order and complete.</p> <p>2.4.1 Monthly reconciliation report submitted to Assistant Manager</p>
3 Manage recovery actions on debts owed to EPC	<p>3.1 Run reports to identify possible meter tampering and blank screens</p> <p>3.2 Review the assessment of usage of consumers that have tampered with meters, charge costs to account and document for police follow-up</p> <p>3.3 Review the assessment of usage of faulty meters and charge costs to consumers</p> <p>3.4 Liaise with consumers on meter tampering and faulty meters</p> <p>3.5 Recommend disconnection and reconnection of consumers with large arrears</p> <p>3.6 Issue invoices for connection of commercial lines</p> <p>3.7 Prepare monthly debt recovery, debit note and Accounts Receivable</p>	<p>3.1.1 Suspected tamper report with recommendation submitted to Assistant Manager & Legal Unit every month</p> <p>3.2.1 Cost assessment report of suspected tamper consumers with recommendation submitted to Assistant Manager & Legal Unit every month</p> <p>3.3.1 Usage assessment report of suspected faulty meter and recommendation submitted to Assistant Manager and Legal Unit every month</p> <p>3.4.1 Consumer is made aware and matter is referred to Legal Unit to enforce debt recovery action</p> <p>3.5.1 Disconnection and reconnection is approved by</p>

	reconciliation 3.8 Check and confirm CSO claims that they are not commercial connections	Assistant Manager or Divisional Manager 3.6.1 Efficient invoicing of clients 3.7.1 Monthly reconciliation report submitted to Assistant Manager 3.8.1 Effective screening of CSO requests
4. Prepare reports	4.1 Prepare and submit monthly debt management reports to the Manager FC 4.2 Prepare and submit other reports as directed by the GM or Management	4.1.1 Timely preparation and submission of monthly reports to Assistant Manager 4.2.1 Timely preparation and submission of other reports as instructed
5. Policy development	5.1 Assist with the development and review of debt and recovery management policy and standard operating procedures 5.2 Assist with training staff for awareness of new or revised policy for compliance	5.1.1 Policy and SOP approved 5.1.2 Ongoing in house training of staff
6 Other duties as directed	6.1 Act as Assistant Manager when required 6.2 Perform other duties as directed that is within his/her capabilities 6.3 Represent EPC in meetings as directed	6.1.1 Acting performance is satisfactory 6.2.1 Performance of other duties is satisfactory 6.3.1 Effective contribution in meetings

SCOPE:

	\$ Direct	\$ Indirect
Staff	6	0
Budget Allocation		

KEY RELATIONSHIPS

INTERNAL	EXTERNAL

SKILLS & ABILITIES:

- Demonstrate vast knowledge and understanding of finance policy and debt recovery principles
- Demonstrate proven ability to build relationship with debtors with good public relations and negotiation skills
- Demonstrate proven ability to effective communicate in a patient, sympathetic and tactful ways with all clients
- Demonstrate proven ability to work in a team based environment
- Computer literate and possess well developed analytical skills

PERSONAL ATTRIBUTES

- Matured, respectful with displays common courtesy
- Strong work ethics with high level of integrity
- Good listener and lead by example

WORK EXPERIENCE & PAST WORK PERFORMANCE

- Minimum of 3 years of relevant working experience in debt management activities
- A proven successful past performance record

QUALIFICATION

- Minimum of a bachelor degree in Accounting, Finance, Commerce or Business Management from a reputable tertiary institution