

# 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 Planning and Research**” 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> CORPORATE GOVERNANCE	<i>Location</i> SOGI	
<i>Position Code</i> CG-C4-PR	<i>Title</i> Supervisor Planning and Research	<i>Supervisor Position Code</i> CG-C2-M	
		<i>Salary Grade</i> A11/L11 contract 3yr	<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)**

- i.  Proven skills in critical thinking, assessment and analysis, strong competency in conceptualizing and designing strategic frameworks.
- ii.  Strong leadership, planning and report writing skills,
- iii.  Proficiency in both spoken and written English and Samoan;
- iv.  Sound knowledge of the Corporation's functions and culture;
- v.  Excellent communication, team building and training skills with the ability to establish and maintain effective working relations in and outside the Corporation.
- vi.  Excellent computer skills

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

- i.  Displays Transparency and Accountability at all time in performing tasks.
- ii.  Has strong Passion, commitment and good vision for effective planning and reporting.
- iii.  Displays strong interest in improved planning and reporting.

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

- i.  Has a minimum of three years of work experience in planning and reporting processes, monitoring and evaluation, with proven excellent results

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

- i.  Minimum of a Bachelor Degree in Social Science, development studies or any related discipline

**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 Planning & Research	<b>Position Code:</b> CG-C4-PR
<b>Position Grade:</b> A11/L11	<b>Salary Grade:</b> \$60,000 p.a Contract for 3 years
<b>Location:</b> Level 5, Tui Atua Tupua Tamasese Efi Building, SOGI	
<b>Reports to:</b> Manager Corporate Governance	
<b>Review by:</b> MCG	<b>Date:</b> September 2018

### VISION

**Clean energy sources for sustainable and affordable electricity supply for Samoa**

### MISSION

**To provide and maintain quality electricity 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, donors, community) and the environment

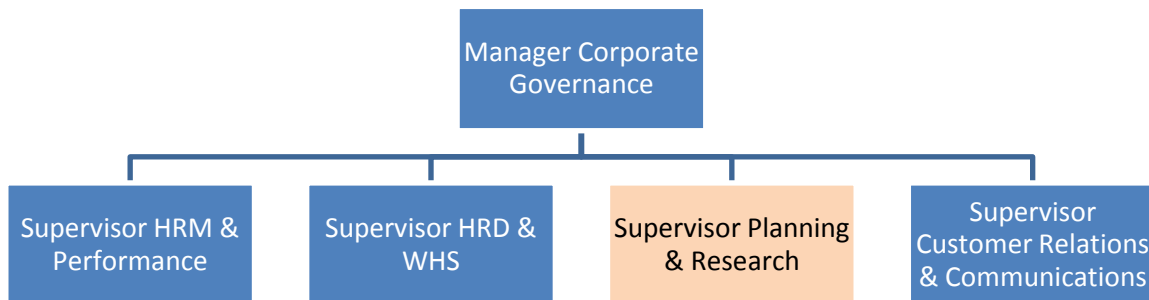
**Integrity** Absolute and honest in everything we do

**Innovation** Always looking for better and economical ways of doing things

**Delivery** Do everything with enthusiasm and determination and in consultation

**Empowerment** Encourage all staff to be accountable and transparent with what they do

## ORGANISATIONAL STRUCTURE OF CORPORATE GOVERNANCE



### SUMMARY OF THIS POSITION

This position supports the Corporation in its planning and reporting functions both internally and externally and ensuring that approved plans and reports are accurately written and submitted on a timely basis to Parliament.

### DESIRED OUTPUTS / 'MAJOR CHALLENGES'

The following are the key outputs of this position:

- EPC Corporate Plans
- EPC Annual Plans
- EPC Annual Report
- EPC Succession plan
- EPC Workforce Development Plan
- EPC Capability Plan
- Corporate Governance Monthly Reports

The main challenges faced by this position are as follows;

- Delayed submission of divisional updates/monthly reports when requested for development of Corporate Plan, Annual Reports and so forth
- Delayed completion of auditing of annual accounts by external auditor for Annual Reports
- Poor general data management results in difficulty in consolidating data for planning and reporting purposes

## DETAILED DESCRIPTION OF DUTIES

Responsibilities/ Expectations	Activities	Performance Indicators
Lead and coordinate the development of all EPC Plans	<ul style="list-style-type: none"> <li>• Conduct ongoing research on planning and apply accordingly to EPC planning</li> <li>• Develop a Planning Framework to incorporate all EPC plans</li> <li>• Provide support and guidance to all Divisions on the development of their divisional annual work plans</li> <li>• Develop EPC's Annual Plans</li> <li>• Coordinate the review of EPC Corporate Plans when due, and ensure timely submission and approval by Cabinet before implementation period starts</li> <li>• Coordinate with relevant staff the development of new Workforce and Succession Plan and Capability Plan</li> <li>• Assist in the development of Corporate Governance Divisional Annual Work plan with budgetary allocations</li> </ul>	<p>Approved Corporate Plan Approved Annual Plan Approved Workforce Plan Approved Divisional Annual Work plans</p>
Lead and coordinate the development and timely submission of EPC reports	<ul style="list-style-type: none"> <li>• Compile and develop Corporate Governance Monthly Reports</li> <li>• Compile and develop EPC Quarterly Reports to Ministry of Public Enterprise</li> <li>• Compile and develop EPC Annual Reports and coordinate timely submission for Board endorsement and Cabinet approval</li> </ul>	<p>Timely submission of Monthly Reports</p> <p>Timely submission of approved Quarterly and Annual Reports to Ministry of Public Enterprise</p>
Lead and coordinate the monitoring and evaluation of strategic results in Corporate Plan	<ul style="list-style-type: none"> <li>• Develop the overall framework for monitoring and evaluation of activities</li> <li>• Promote a results based approach to monitoring and evaluation reports emphasizing results and impacts.</li> <li>• Coordinate the preparation of all monitoring and evaluation reports, guide</li> </ul>	<p>Approved new Monitoring and Evaluation Framework</p> <p>Timely submission of M&amp;E reports to Management quarterly</p>



	<p>staff in preparing their progress reports in accordance with approved reporting formats and ensure their timely submission.</p> <ul style="list-style-type: none"> <li>• Undertake regular visits to the fields to support implementation and follow up on their progress, check the quality of data produced with relevant personnel or respective manager.</li> </ul>	
Lead and supervise the implementation of the Planning and Research Unit Work plan	<ul style="list-style-type: none"> <li>• Develop Planning and Research Unit's annual work plan</li> <li>• Monitor the Section's Budget ensuring limited available budget is properly utilized</li> <li>• Compile progress reports on Planning, Monitoring and Evaluation activities on a monthly basis</li> <li>• Supervise, guide, monitor and evaluate the work of planning staff</li> </ul>	<p>Approved Planning and Research Annual Work plan</p> <p>Timely completion of planned activities completed</p>
Lead the coordination of EPC data for external parties	<ul style="list-style-type: none"> <li>• Consolidate EPC data by using monthly reports for review of Energy Sector Plan annually</li> <li>• Coordinate and provide EPC information as requested by external parties</li> <li>• Continuously update EPC website and address external requests received through EPC email including bids for tender of goods and supplies and other customer enquiries</li> </ul>	<p>Timely submission of EPC Data as requested</p> <p>Bids are submitted in Tender box on time</p> <p>Website updated regularly</p> <p>Efficient coordination of assistance/response to external requests made through EPC Info Email</p>
Prepare reports	<ul style="list-style-type: none"> <li>• Submit monthly progress reports to Manager CG</li> <li>• Timely submission of reports as directed by Manager CG</li> </ul>	<ul style="list-style-type: none"> <li>• Timely submission of progress report to Manager CG</li> <li>• Meet deadline to submit report</li> </ul>

Other duties as directed	<ul style="list-style-type: none"> <li>• Act in the capacity as Manager Corporate Governance</li> <li>• Carry out other duties as directed by Management that is within your capabilities</li> <li>• Represent EPC to meetings, workshops, seminars etc</li> </ul>	<ul style="list-style-type: none"> <li>• Acting performance is satisfactory</li> <li>• Performance of other duties is satisfactory</li> <li>• Effective contribution in meetings.</li> </ul>
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**SCOPE:**

	\$ Direct	\$ Indirect
<b>Staff</b>	1	0
<b>Budget Allocation</b>		

**KEY RELATIONSHIPS**

INTERNAL	EXTERNAL
All Staff	Ministry of Public Enterprise Ministry of Finance Printing Companies Overseas and Local Suppliers of Goods

**Skills and Abilities**

- i. Proven skills in critical thinking, assessment and analysis, strong competency in conceptualizing and designing strategic frameworks.
- ii. Strong leadership, planning and report writing skills,
- iii. Proficiency in both spoken and written English and Samoan;
- iv. Sound knowledge of the Corporation’s functions and culture;
- v. Excellent communication, team building and training skills with the ability to establish and maintain effective working relations in and outside the Corporation.
- vi. Excellent computer skills

**Personal Attributes**

- i. Displays Transparency and Accountability at all time in performing tasks.
- ii. Has strong Passion, commitment and good vision for effective planning and reporting.
- iii. Displays strong interest in improved planning and reporting.

**Experience and Past Work Performance**

- i. Has a minimum of three years of work experience in planning and reporting processes, monitoring and evaluation, with proven excellent results

**Qualifications**

- i. Minimum of a Bachelor Degree in Social Science, development studies or any related discipline