

ELECTRIC POWER CORPORATION



HR-RSA 403(ii) ver.02

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 Lineman Trainee” 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 65 548 or via email to msagaga@epc.ws before **Monday 28th January @ 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> DISTRIBUTION/UTILIZATION	<i>Location</i> VAITELE	
<i>Position Code</i> DU-P-LC2	<i>Title</i> Lineman Trainee	<i>Supervisor Position Code</i> DU-C4-LC	
		<i>Salary Grade</i> A1/L1 Technical	<i>Salary Rate</i> \$9,724-\$12,309 per ann

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

Employer's Name	Date	Duration
Position Title	Number of Staff reporting to you	
Main Responsibilities		

Next previous position

Employer's Name	Date	Duration
Position Title	Number of Staff reporting to you	
Main Responsibilities		

Next previous position

Employer's Name	Date	Duration
Position Title	Number of Staff reporting to you	
Main Responsibilities		

Next previous position

Employer's Name	Date	Duration
Position Title	Number of Staff reporting to you	
Main Responsibilities		

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. Has good and strong physical built and ability to climb heights.
- ii. Must have good understanding of electrical system
- iii. Has the ability to make good judgement at work time. And is trusted by the team at all time.
- iv. Must be in the age group of between 20- 30 years old
- v. Understands safety procedures...and observes safety measures at high level

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

- i. able to perform heavy duty and laborious tasks
 ii. Good communication skills. i.e. communicates well and at all time with workmates during work
 iii. Good listener
 iv. Physically and mentally sound

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

- i. Some experience in line work is appreciated, however, training is provided for those who do not have any line work experience. Those Certificate and Diploma graduates without work experience are encouraged to apply.

4. Qualifications (refer to JD for full details)

- i. Diploma or Certificate level of education in Electrical Engineering from APTC, NUS. OR any other 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
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	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	English	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Other (specify)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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: Lineman Trainee	Position Code: DU-P-LC1
Position Status: Permanent	Salary Grade: \$9,724 - \$12,309
Location: EPC Vaitele Compound	
Reports to: Foreman Line, Overseer Overhead Line Construction	
Review by: CG-HRM	Date: Jan 2019

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)

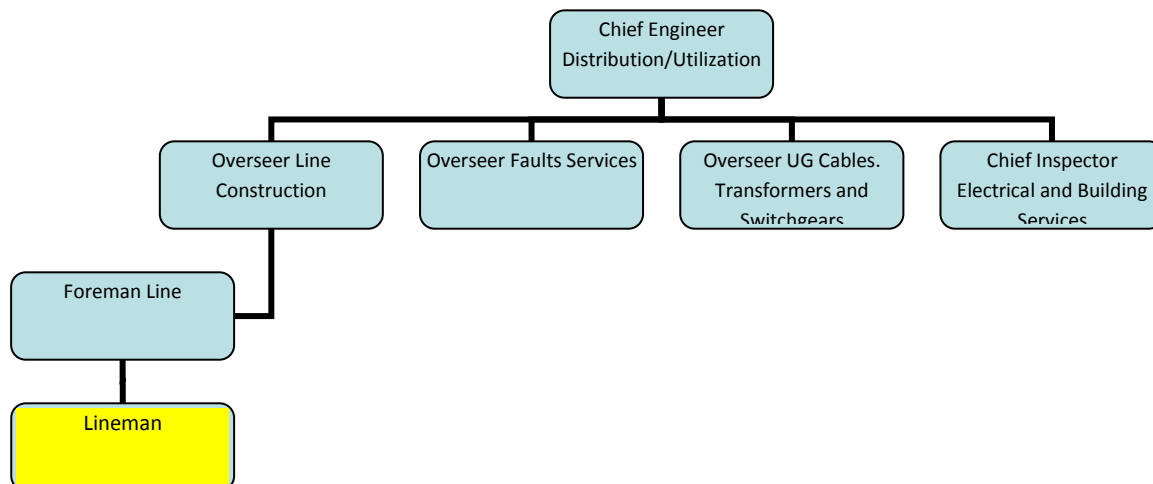
Integrity Absolute and honesty in everything we do

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 DISTRIBUTION/UTILIZATION DIVISION



SUMMARY OF THIS POSITION.

The candidate in this position works with other linemen for line construction work, line repair and maintenance work. Tasks are supervised by the Foreman and Overseer of the team at all time.

DESIRED OUTPUTS / 'MAJOR CHALLENGES'.

All planned and unplanned linework, overhead and underground are properly constructed, and repaired on planned time frame.

DETAILED DESCRIPTION OF DUTIES

Major Responsibilities	Activities	Performance Indicators
1 Carries out Line construction and repair work of the overhead or underground line network/system.	1.1. Digging pole holes. 1.2. placing and positioning poles 1.3. Pole fittings. 1.4.pole replacement work 1.5.Binding Pole fuses 1.6.checking STC connectors 1.7.pulling overhead /underground lines	EPC Line construction and line repair work carries out efficiently.
2.Attends EPC shutdown work	2.1. Attends shutdown when required by the division and follows strict instructions from supervisors. 2.2. Surveying the working environment for confirmation that all safety procedures and measures are in place. 2.3.works with the line team in carrying out the required work for EPC shut down.	Power re-storage on line network is on planned time
3.Any other approved EPC duty requested by Supervisor	3.1.may attend other teamwork like fault service, disconnection and reconnection teams from time when required.	Other teams work are assisted with high level of performance.

KEY RELATIONSHIPS

INTERNAL	EXTERNAL
Foreman Line Overseer Overhead Line Construction Chief Engineer Distribution/Utilization All EPC Support Services	Public

Skills and Abilities

- i. Has good and strong physical built and ability to climb heights.
- ii. Must have good understanding of electrical system
- iii. Has the ability to make good judgement at work time. And is trusted by the team at all time.
- iv. Must be in the age group of between 20- 30 years old
- v. Understands safety procedures...and observes safety measures at high level

Personal Attributes

- i. Is able to perform heavy duty and laborious tasks
- ii. Good communication skills. i.e. communicates well and at all time with workmates during work
- iii. Good listener
- iv. Physically and mentally sound

Experience and Past Work Performance

- i. Some experience in line work is appreciated, however, training is provided for those who do not have any line work experience. Those Certificate and Diploma graduates without work experience are encouraged to apply.

Qualifications

- i. A Diploma or Certificate level of education in Electrical Engineering from APTC, NUS. OR any other recognised institution.

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RESPONSE TO SELECTION CRITERIA FOR THE POSITION OF

[Lineman Trainee]

(to be completed by the Applicant and attach to the application) form/letter

	Selection Criteria	State how you meet each selection criterion
1. Skills and Abilities	<i>Has good and strong physical built and ability to climb heights</i>	
	<i>Must have good understanding of electrical system</i>	
	<i>Has the ability to make good judgment at work time and is trusted by the team at all time</i>	
	<i>Must be in the age group between 20-30 years old</i>	
	<i>Understands safety procedures and observes safety measures at high level</i>	
2. Personal Attributes	<i>Is able to perform heavy duty and laborious tasks</i>	
	<i>Good communication skills. i.e. communicates well and at all time with workmates during work</i>	
	<i>Good listener</i>	
	<i>Physically and mentally sound</i>	
3. Experience and Past Work Performance	<i>Some experience in line work is appreciated, however training is provided for those who do not have any line work experience</i>	
	<i>Those Certificate and Diploma graduates without work experience are encouraged to apply</i>	
4. Qualifications	<i>A Diploma or Certificate Level of Education in Electrical Engineering from APTC, NUS or any other recognized institution</i>	

Declaration and Authorization

I hereby declare that the information I have provided in this application is correct and complete.

I acknowledge that I will be required to undergo a character check process involving EPC making integrity and background checks and inquiries about myself from current and previous employers, police, courts, educational institutions, community members and other similar agencies as deem necessary.

I hereby consent and authorize the EPC to make such enquiries and checks including the release and disclosure of all information about myself by any person or body to the EPC, for the purpose of confirming the information provided in my application and in determining my merit for appointment to the above mentioned position.

Signed:

Print Full Name:

Date:/...../.....