

# 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 Senior Network Administrator**” 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 [msagaga@epc.ws](mailto:msagaga@epc.ws) or [sofalau@epc.ws](mailto:sofalau@epc.ws) before **Monday 11<sup>th</sup> February @ 4pm**.

Incomplete and/or late applications will not be considered.

**Further Information:** Please contact the HRM Section of Corporate Governance Division on phone 65 548.

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> ICT	<i>Location</i> SOGI	
<i>Position Code</i> ICT-C4-N	<i>Title</i> Senior Network Administrator	<i>Supervisor Position Code</i> ICT-C2	
		<i>Salary Grade</i> A11/L11 contract3yrs	<i>Salary Rate</i> \$63,000 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 Manger 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 good knowledge and skills of TCP/IP Networking & Security;
- ii.  Demonstrated good knowledge of Microsoft Products and Technologies - Windows Server, Active Directory, Proxy, Exchange, SharePoint, etc.;
- iii.  Demonstrated good knowledge of Virtual Network & Systems Environment (i.e. VMware);
- iv.  Demonstrated good knowledge and understanding of Disaster Recovery setup and standards;
- v.  Demonstrated good knowledge of Open Source Systems (i.e. Linux, Red Hat, Ubuntu, OpenSUSE, etc.);
- vi.  sound knowledge and understanding of ICT policies & legislation;
- vii.  Strong planning ability and an effective team player who is able to evaluate work performance & excellent organizational skills to manage diverse range of tasks, meet timelines and work under own initiative;
- viii.  Very well developed written and verbal communication skills in both Samoan and English;
- ix.  Advanced technical and functional knowledge of automated processes, main automated database and networking systems, and

ability to communicate easily with both technical and non-technical staff;

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

i.  Good supervisory skills and efficient and effective team work  
 ii.  Good customer/public relations and communications skills  
 iii.  Committed to work on stand-by for other IT network duties on weekends and after-hours

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

i.  Minimum of 5 years work experience in ICT Discipline of local and wide area network management and administration including system configuration, set up, troubleshooting, planning, designing, implementation and user support.  
 ii.  Work experience in MCP/MCDST/MCSA/MCSE/MCDBA/A+/CISCO certification or demonstrated equivalent knowledge of Microsoft products and technology, - Windows server, Active Directory, Windows Workstation, ISA/TMG/Proxy, etc.  
 iii.  Work experience in Virtual Network & Systems Environment (i.e. VMware) & Disaster Recovery setup.

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

i.  A minimum of a Bachelor's Degree in Computer Science with Major in Information Technology, Management Information Systems or a related field;

### 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
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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> Senior Network Administrator	<b>Position Code:</b> ICT-C4-N
<b>Position Grade:</b> A11/ L11 contract 3 years	<b>Salary Grade:</b> \$63,000 per annum
<b>Location:</b> Level 5 – TATTE Building Sogi	
<b>Reports to:</b> Manager ICT	
<b>Review:</b> Manager ICT, CG-HRM	<b>Date:</b> January 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)

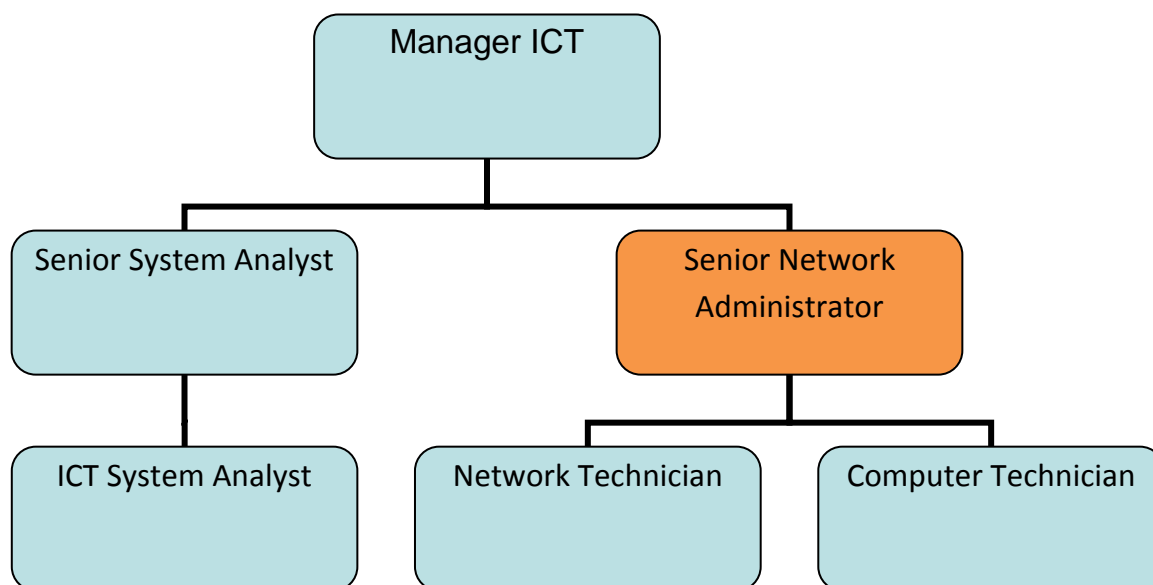
**Integrity** Absolute and honesty in everything we do

**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 ICT DIVISION



### SUMMARY OF THIS POSITION

This position oversees the day to day operation of computer networks including hardware/software related support, training and special projects to ensure that the network functions at optimal levels. The Network Administrator plans, designs and implements data connectivity for local area network (LANs) and wide area network (WAN) systems. Depending on the complexity of the network, other duties of the network administrator include server maintenance and back-up, troubleshooting, email administration, assigning and maintaining logon and access privileges, the actual hard wiring jacks and workstations as well as protecting internal users from outside threats including hackers, viruses, spyware and malware.

### DESIRED OUTPUTS / 'MAJOR CHALLENGES'

The key output for this position is a monthly report to the Manager that highlights activities completed in the month and planned activities for the month ahead.

The main challenge that is faced with this position is the staff capability in undertaking tasks. The challenge means that the workload of this position increases.

### DETAILED DESCRIPTION OF DUTIES

Major Responsibilities	Activities	Performance Indicators
1. Contribute to the development and maintenance of ICT plans, policies, procedures and manuals	1.1 Participate and assist in the planning and policy meetings of the department 1.2 Contribute to development and maintenance of ICT policies, procedures and manuals particularly to do with the network 1.3 Provides advice on Policies that guide the use of network	<ul style="list-style-type: none"> <li>● Participation in Departments Meetings</li> <li>● Minimal disruption in ICT services</li> </ul>

	facilities	
<p>2.Ensures EPC staff are able to access the systems required for their work</p> <p>Implement continuous improvement to the network to ensure it is more reliable, secure, fast and efficient.</p>	<p><b>2.1</b> Assists in coordinating special projects including network related wiring plans, WAN/LAN hardware/software purchases, and systems installation, back-up, maintenance and problem solving.</p> <p><b>2.2</b> Establishes network specifications by conferring with users analysing workflow, access information and security requirements, designing router administration including interface configuration and routing protocols.</p> <p><b>2.3</b> Coordinates the implementation and/or upgrades of core <b><u>ICT network VMware Virtual Environment</u></b> with on-going operations, maintenance requirements to ensure network and infrastructure are current, integrated and consistently available;</p> <p><b>2.4</b> Maintains network performance by performing network monitoring and analysis and performance tuning troubleshooting, network problems, escalating problems to vendor, back-ups, researches etc.</p> <p><b>2.5</b> Develops, maintains and implements network support and archiving procedures.</p> <p><b>2.6</b> Establishes and maintains user accounts, profiles, file sharing access privileges and security</p> <p><b>2.7</b> Carries out regular inductions on the rules and regulations of the Corporation to ensure that users have understanding of policies guiding the usage of the Corporation network.</p>	<ul style="list-style-type: none"> <li>● Induction on the rules and regulations of the Corporation delivered</li> </ul>



	<p><b>2.8</b> Secures network by developing network access, monitoring control and evaluation maintaining documentation enforcing fire walls to ensure no one can gain unauthorized access to the system.</p> <p><b>2.9</b> Establishes and controls user access to the network by setting up password for each individual user and determining which files programs, or features each person is allowed to use.</p> <p><b>2.10</b> Researches and recommends network and server hardware and software, evaluates new technologies related to computer networking</p> <p><b>2.11</b> Assists in installing, designing configuring and maintaining system hardware and software</p> <p><b>2.12</b> Analyzes and troubleshoots the network logs and tracks the nature and resolution of problems</p> <p><b>2.13</b> Assists in planning, coordinating and consulting with vendors and clients for hardware/software purchases, product services and support; recommends and specifies the purchase related products and services.</p> <p><b>2.14</b> Updates job knowledge by participating in educational opportunities and liaising with other ICT professionals and keeps current regarding new hardware/software products for system enhancement.</p>	
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	<p><b>2.15</b> Establishes and implements a disaster response plan as part of the Corporation's overall Disaster Response Plan (DRP) and in alignment with the National Disaster Management Plan.</p> <p><b>2.16</b> Assists and provides support to the Department Manager and other ICT staff as requested including performing scheduled network tasks, updating anti-virus definition files, monitoring network servers and providing internet and intranet user support and specialized training.</p> <p><b>2.17</b> Establishes and maintains user e-mail accounts, provides e-mail training and software support provides email documentation and updates user manual as needed</p> <p><b>2.18</b> Manages anti-spam and anti-virus servers, researches and troubleshoots e-mail problems by reviewing mail logs, records and configurations.</p> <p><b>2.19</b> Performs any other relevant duties as directed from the Manager ICT from time to time.</p> <p><b>2.20</b> Monitors and fine-tuning the network performance to ensure maximum uptime and ensure to provide a stable, effective and efficient network and infrastructure and available at all times.</p>	<p>Network disaster response plan established</p> <p>Monthly report to Manager on all activities undertaken and planned activities for month ahead.</p>
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**KEY RELATIONSHIPS**

<b>INTERNAL</b>	<b>EXTERNAL</b>
Manager ICT and staff General Manager All Managers All Staff	All IT Service Providers Supply and Support Vendors

### **Skills and Abilities**

- i. Demonstrated good knowledge and skills of TCP/IP Networking & Security;
- ii. Demonstrated good knowledge of Microsoft Products and Technologies - Windows Server, Active Directory, Proxy, Exchange, SharePoint, etc.;
- iii. Demonstrated good knowledge of Virtual Network & Systems Environment (i.e. VMware);
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### **Personal Attributes**

- i. Good supervisory skills and efficient and effective team work
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### **Experience and Past Work Performance**

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