

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 Revenue**” 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 26th November @ 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-R	<i>Title</i> Supervisor Revenue	<i>Supervisor Position Code</i> FC-C3-AM	
		<i>Salary Grade</i> A11/L11 contract3yrs	<i>Salary Rate</i> \$60,000 ~ \$65,000 per a

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)**

1. sound knowledge on Finance Policy and internal controls
2. Demonstrated ability and skills in time management and finance best practice
3. sound knowledge and understanding of power generating policies and systems, and business environment of EPC

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

1. Displays Transparency and Accountability at performance of tasks.
2. Demonstrated ability to lead and uphold ethics and values of Accounting practices and Code of Ethics
3. Has Excellent Team-player spirit and opens to others ideas for improvement of system

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

1. Has minimum of 3 years of relevant work experience in commercial activities or management of similar work, with good records of work performance.

4. Qualifications (refer to JD for full details)

1. Minimum Bachelor degree in Commerce or a related discipline from an accredited University

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
	Samoan	English	Other (specify)			
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.						

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 Revenue	Position Code: FC-C4-R
Position Grade: A11/L11 Contract 3 years	Salary Grade: \$60,000~\$65,000 p.a
Location: Level 1, Tui Atua Tupua Tamasese Efi Building, SOGI	
Reports to: Assistant Manager Revenue & Debt Management, Manager Finance & Commerce	
Review by: HRM & Finance,	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:

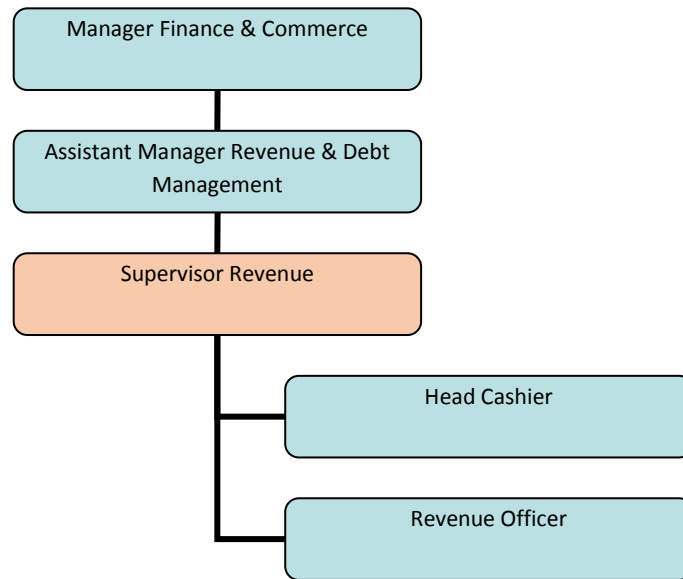
- Increased generation of electricity from renewable sources
- Increased efficiency of power generation and distribution and
- More efficient use of electricity by consumers

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

- i) **Passion** for excellent customer service
- 2) **Respect** for all stakeholders (customers, staff, government, community, donors and the environment
- 3) **Integrity**- Absolute and honesty in everything we do
- 4) **Innovation** - Always looking for better and cheaper ways of doing things
- 5) **Delivery** - Do everything with enthusiasm and determination. Meet the highest standards in everything we do
- 6) **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 FINANCE & COMMERCE



SUMMARY OF THIS POSITION

The position is responsible for ensuring that electricity revenue sources are improved through tariff review, postpaid billing, prepaid vending and other revenue sources.

DESIRED OUTPUTS / 'MAJOR CHALLENGES'

The following are the key outputs of this position:

- Monthly monitoring report on EPC Revenue and Expenditure and cash flow
- Updated procedures of receipts and payments
- Monthly Energy Charge Calculation

DETAILED DESCRIPTION OF DUTIES

Responsibilities/ Expectations	Activities	Performance Indicators
Managing and assessment of staff performance	<ul style="list-style-type: none">• Ensure staff work against monitored work plans with targets• Verify timesheets of staff and coordinate staff leave ensuring critical work is covered• Assume activities of staff on leave• Prepare assessment for staff in Revenue section	Managing of staff Assessments provided in compliance with the Performance Appraisal System

<p>Oversee and monitors EPC cash collection activities</p>	<ul style="list-style-type: none"> • Daily check of cash received ensuring proper controls are in place and adhered to when receiving money • Oversee the Reconciliation of payments received in the system and physical cash at the end of the day. • Update procedures and guidelines on receipting of cash • Oversee the activities of the merchants selling prepaid electricity for the corporation via: <ul style="list-style-type: none"> - Monitoring all deposits received - Assess vending from time to time to ensure credit balance is maintained for transactions - Reconcile sales with deposits and calculate commissions to be paid after every month 	<p>Cash/cheques received safely stored and banked</p> <p>Updated procedures and guidelines on receipts and payments</p> <p>Report on monthly sales by merchants</p> <p>Monthly reconciliation of merchants transactions with deposits</p> <p>Commission paid within timeframe stipulated in Contracts</p>
<p>Lead in the preparation and reviews of the tariff</p>	<ul style="list-style-type: none"> • Prepare monthly submissions for Energy Charge (EC) component of the tariff • Assist with the preparation of the multi year tariff submissions • Assist with the preparation of annual reviews of the tariff 	<p>Monthly EC submitted to OOTR by 5th of every month</p> <p>Multi year tariff and annual reviews submitted to OOTR within set timeframes</p>
<p>Increase revenues and explore new revenue earning activities</p>	<ul style="list-style-type: none"> • Maintain rapport with post-paid consumers to ensure their use of the corporation infrastructure • Non-revenue earning activities to be increased by 5% every year. 	<p>Monthly reports of contacts/meetings with large consumers to discuss their electricity consumptions</p> <p>Contracts for new revenue earning activities signed</p>

SCOPE:

	\$ Direct	\$ Indirect
Staff		
Budget Allocation		

KEY RELATIONSHIPS

INTERNAL	EXTERNAL
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General Manager All Managers All Staff	Office of the Regulator
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Qualifications

- i. Minimum Bachelor degree in Commerce or a related discipline, from an accredited university.

Skills and Abilities

- i. A sound knowledge of Finance and Accounting Policy and internal controls
- ii. Demonstrated ability and skills in time management and finance best practice
- iii. A sound knowledge and understanding of power generating policies and systems, and business environment of EPC

Personal Attributes

- i. Displays Transparency and Accountability at performance of tasks.
- ii. Demonstrated ability to lead and uphold ethics and values of Accounting practices and Code of Ethics
- iii. Has Excellent Team-player spirit and opens to others ideas for improvement of system

Working Experience

- i. Has minimum of 3 years of relevant work experience in commercial activities or management of similar work, with good records of work performance.

ELECTRIC POWER CORPORATION



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RESPONSE TO SELECTION CRITERIA FOR THE POSITION OF

Supervisor Revenue

(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	A Sound knowledge of Finance policy and internal controls	
	Demonstrated ability and skills in time management and finance best practice	
	A sound knowledge and understanding of power generating policies and systems, and business environment of EPC	
2. Personal Attributes	Displays Transparency and Accountability at performance of tasks	
	Demonstrated ability to lead and uphold ethical values of Accounting practices and Code of Ethics	
	Has excellent team player spirit and opens to others' ideas for improvement of system	
3. Experience and Past Work Performance	Had minimum of 3 years of relevant work experience in commercial activities or management of similar work, with good record of work performance	
4. Qualifications	Minimum Bachelor degree in Commerce related discipline from an accredited University	

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:/...../.....