

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 including a copy of the Covid-19 card; 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 msagaga@epc.ws/simetil@epc.ws before or on **Thursday 27th October 2022 @ 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 65 502.

ELECTRIC POWER CORPORATION



JOB DESCRIPTION

Position Title: Supervisor Revenue	Position Code: FC-C4-R
Position Grade: A11/L11 Contract 3 years	Salary Grade: \$66,188~\$77,219 p.a
Location: Level 1, Tui Atua Tupua Tamasese Efi Building, SOGI	
Reports to: Assistant Manager Revenue/Debt-Management	
Review by: MFC/ CG-HRM	Date: September 2022

VISION

To be a sustainable electricity provider in the Region

Immediate Vision

Increased access by all people of Samoa to quality and affordable electricity supply for Samoa

MISSION

To provide and maintain quality electricity and customer service through innovative, sustainable and climate resilient 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:

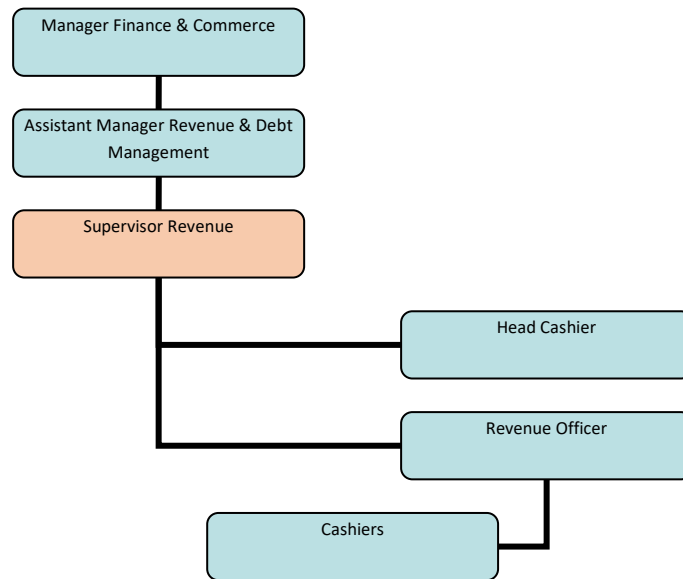
- Increased generation of electricity from renewable sources
- Increased efficiency of power generation and distribution and
- More efficient use of electricity by consumers

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 electricity sales, and non electricity sales.

DESIRED OUTPUTS / 'MAJOR CHALLENGES'

The following are the key outputs of this position:

- Monthly monitoring report on EPC Revenue, and highlighting areas to focus on for improvement in revenue collection
- Improved customer relations with large users of electricity
- Increase in Revenue collection of the corporation
- Updated procedures of receipts and payments

DETAILED DESCRIPTION OF DUTIES

Responsibilities/ Expectations	Activities	Performance Indicators
Oversee and monitors EPC cash collection activities	<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. 	Cash/cheques received safely stored and banked Updated procedures and guidelines on receipts and payments

	<ul style="list-style-type: none"> • 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>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>Increase revenues and explore new revenue earning activities</p>	<ul style="list-style-type: none"> • Improve relationship with large users of electricity to ensure their use of the corporation infrastructure • Propose strategies to improve use of electricity by our consumers • Identify other non-electricity sources for increasing revenues • Update the methodology for collection of revenues from existing non electricity sources • Non-electricity 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>Increase in electricity sales</p> <p>Contracts for new revenue earning activities signed</p> <p>Increase in non-electricity sales</p>
<p>Managing and assessment of staff performance</p>	<ul style="list-style-type: none"> • Ensure staff work against monitored work plans with targets • Verify timesheets of staff and coordinate staff leave ensuring 	<p>Permanent Staff appraisals submitted on time</p>

	critical work is covered • Prepare assessment for staff in Revenue section	
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SCOPE:

	\$ Direct	\$ Indirect
Staff		
Budget Allocation		

KEY RELATIONSHIPS

INTERNAL	EXTERNAL
General Manager All Managers All Staff	All consumers of EPC

Skills and Abilities

- i. A sound knowledge of Finance and Accounting Policy and internal controls
- ii. A sound knowledge and understanding of the Accounting system being used by the corporation for recording revenues
- iii. Demonstrated ability and skills in time management and finance best practice
- iv. A sound knowledge and understanding of power generating policies and systems, and business environment of EPC
- v. Has high computer skills in particular use of excel and spreadsheets to collate volume of data

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.

Qualifications

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