

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: Chief Finance Officer - Sogi**” 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 matamuf@epc.ws, tinais@epc.ws before or on **Friday 28th November, 2025 @ 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.



Applicant Statistics Form

This form is specifically for the use of gathering statistics. The Human Resource Coordinators will be responsible for ensuring the information is kept for the sole purpose of monitoring and evaluation and will not be used as part of your application.

Position Details – please provide the details of the vacancy you are applying for:

Ministry/Office	EPC
Position Title	Chief Finance Officer
Position Code	FC-C3-CF

Demographics – please tick the appropriate box:

Gender	☐ Female	☐ Male
Nationality	☐ Other	☐ Other (please specify)

Current Employment Status – please tick the appropriate box that describes your current employment status

☐ Internal (Same Ministry)	☐ Other Public Service/Government Ministries/Office	☐ Employed in SOE/Public Bodies	☐ Employed in Private Sector	
☐ NGOs	☐ Not Employed	☐ Self Employed	☐ Studying	☐ Overseas

Finding out about the vacancy – please tick the appropriate box to show how you found out about this vacancy?

☐ PSC Website	
☐ Ministry Website (please specify)	
☐ Local Paper (please specify)	
☐ PSC/Ministry Noticeboard (please specify)	
☐ Word of mouth/Friends/Family Member	
☐ Other (please specify)	

☐ Please tick this box to allow us to contact you in the future for feedback/suggestions about our Recruitment and Selection process.

Confirmation of Receipt

Please complete the section below. Our Ministry/Office has received your Application Form we will stamped with the date your application is received and sent back to you as confirmation of receipt. Applications sent by email will be acknowledged by email

Position Title:	Chief Finance Officer	Position Code:	FC-C3-CF
Name:		Date Received	
		Email/Postal Address	

ELECTRIC POWER CORPORATION

JOB DESCRIPTION

Position Title: Chief Finance Officer	Position Code: FC-C3-CFO
Position Grade: A12/L12 contract 3 years	Salary Grade: \$87,027 per annum
Location: Level 5 - TATTE Building, SOGI. Apia	
Reports to: Manager Finance and Commerce	
Review by: MFC/CG HRM	Date : October 2025

VISION

To be a sustainable, affordable and resilient electricity provider

MISSION

Provision of quality electricity through efficient customer services, innovation, sustainable and climate resilient infrastructure in partnership with stakeholders

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:

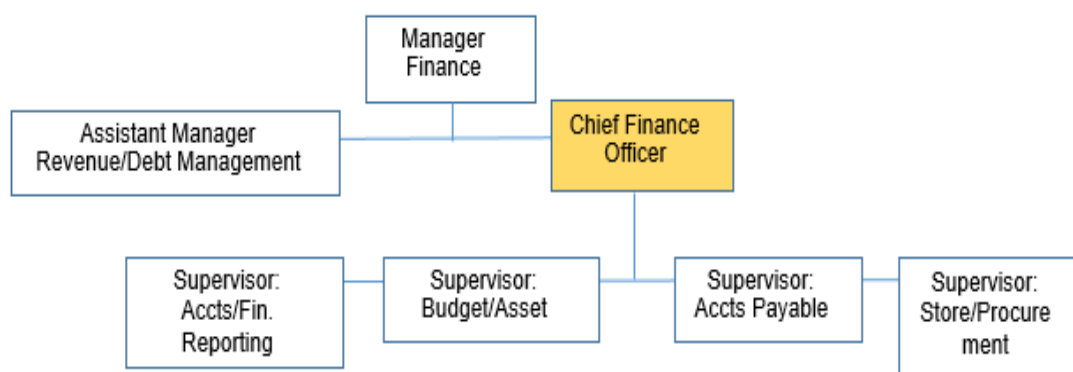
- Increased generation of electricity from renewable sources
- Increased efficiency of power generation and distribution and
- More efficient use of electricity by consumers

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 FINANCE/COMMERCE DIVISION



SUMMARY OF THIS POSITION

This position oversees the processes of budget preparation, asset management, and the preparation of financial statement on a monthly, quarterly and annual basis for Management, Board and other stakeholders including the Ministry of Finance and Ministry of Public Enterprises. The position provides reports on financial management and performance for the mentioned timeframes and an outlook on the period ahead.

DESIRED OUTPUTS / 'MAJOR CHALLENGES'

The following are the key outputs of this position:

- Draft Annual Budget for Management and Board approval
- Monthly financial reports to Management and Board on Divisional expenditure versus budget
- Preparation of annual financial statements for audit and to comply with MPE due dates
- Consolidation of the Finance Section of Quarterly reports to MPE
- Six monthly review of EPC Budget and Revised Budget if required
- Procurement and payment policies developed for Manager finalization
- Preparation of annual financial statements for audit purposes
- Assist with preparation of the Multi Year Tariff and annual Reviews for the Regulator's consideration
- Assist with the preparation of the monthly submission of the Energy Charge for the Regulator's consideration

The position's main challenge is the volume of work that is carried out but with limited resources. The position requires innovation and forward thinking particularly when funding is required for needs that were not budgeted.

DETAILED DESCRIPTION OF DUTIES

Responsibilities/ Expectations	Activities	Performance Indicators
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1. Lead Annual Planning process for the Finance Section	1.1 Coordinate and follow up with team on items of priority for the Finance annual plan 1.2 Contribute own teams priorities and compile annual plan for each year 1.3 Finalize Divisional annual plan with Manager 1.4 Assign staff to roles from annual plan ensuring there are targets to be achieved 1.5 Develops policies and procedures for financial reporting, including critical management oversight and correction of deficit fund balances 1.6 Contribute to EPC Corporate Plan ensuring section plan and outputs are reflected	Draft Divisional annual plan for Manager approval Individual staff work-plans finalized with six monthly targets to be achieved Staff work-plan and targets linked to Division plan Financial policies and procedures developed and approved by Manager and Board
2. Implementation of Annual Plan activities ensuring financial stability of the organisation is achieved through transparent reporting to Management, Board and Government as a whole	2.1 Provide financial support to the Management & Board in developing the annual budget and operating plans in providing an assessment of available resources to achieve goals and objectives 2.2 Prepares financial reports for the information and decision making of Management and the Board 2.3 Prepares annual financial statements for auditing, for inclusion in the EPC annual report for Cabinet then to Parliament approval 2.4 Prepares and maintains forecasts as required by the Management, Board and other partners such as donors 2.5 Prepares annual CSO budget submissions to MOF	Monthly reports to Managers and Board on budget performance Quarterly reports to MPE Draft EPC Annual Budget For Manager to endorse and table for Management and Board approval Annual audited financial statements for Parliament approval Six monthly review report of budget and outlook into the remaining six months of the financial year

	2.6 Liaise and foster teamwork with other divisions and within Finance division ensuring control on capital and operational expenditure 2.7 Monitors expenditure ensuring EPC approved financial processes are followed 2.8 Controls EPC assets and cash flow, individual projects which are approved under the annual capital budget 2.9 Ensure the Corporation's assets Register is well maintained 2.10 Develop policies and procedures for payments and procurement ensuring proper control and verification measures are included and ensure its consistent with overall procurement of government 2.11 Support negotiations for more favorable guarantee terms of services that will be outsourced internally/externally 2.12 Provide financial analysis of companies bidding for functions proposed to be outsourced 2.13 Monitor the payment of EPC debts ensuring they are up to date and reduced 2.14 Carry out financial and viability assessments for all applications for PPP's before EPC's consideration 2.15 Fosters strong communication and	Procurement and payment policies and procedures developed and approved by Manager and Board Asset Register updated with new assets, regular asset count to ensure physical existence and write off/dispose of obsolete assets and ensure it's retired from the system. Updated manual of Finance policies and procedures Report on viability of PPP proposals
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	teamwork between finance operation and corporate staff	
3. Monitor and evaluate performance of staff ensuring planned activities and targets are met	3.1 Staff performance appraisal completed every six months ensuring targets are met 3.2 Six month reporting on Department performance against its annual plan	-Quarterly and Annual Report to Manager on Division performance against annual plan -Staff appraisals completed for Manager endorsement
4. Coach and mentor Sectional staff and Division Managers and Supervisors	4.1 From time to time coach and mentor employees on new policy, system or process and where there is a need	-On the job training and nurturing staff to acquire new knowledge and skills -Assist in changing the work culture of EPC by delivering accountabilities on time

SCOPE:

	\$ Direct	\$ Indirect
Staff	15	1
Budget Allocation		

KEY RELATIONSHIPS

INTERNAL	EXTERNAL
Manager Finance General Manager All Managers All Staff	Ministry of Finance (MOF) Ministry of Public Enterprises (MPE) Audit Office Independent Auditors Donor Agencies Parliamentary Public Accounts Committee Cabinet

Skills and Abilities

1. Strategic Financial Planning:

- Ability to develop and implement financial strategies that align with the utility's long-term goals.
- Expertise in optimizing the allocation of financial resources to maximize returns and support strategic initiatives.

2. Financial Analysis/Financial Reporting and Cash flow Management:

- Strong ability to analyze complex financial data, identify trends, and make data-driven decisions.
- Demonstrated ability in the preparation of annual budgets and financial forecasts, ensuring financial stability and sustainability of the Corporation.
- Demonstrated ability in the preparation of regulated financial statements and short term financial reports for management and Board decision making
- Strong ability to properly manage the Corporation's Cash flow to ensure suppliers are paid on time

3. Regulatory/Compliance Knowledge:

- vii. In-depth understanding of financial regulations and compliance requirements specific to the utility sector.
- viii. Demonstrated skills and ability to identify, assess, and mitigate financial risks, ensuring adherence to regulatory standards.

4. Leadership and Team Development:

- ix Proven ability to lead and inspire a finance team, fostering a culture of accountability and high performance.
- x. Commitment to mentoring and developing financial staff, promoting continuous learning and professional growth.

5. Communication and Stakeholder Engagement:

- xi. Demonstrated skills, ability and experience to prepare and present complex financial information clearly and concisely to the board of directors, regulators, and other stakeholders.
- xii. Interpersonal Skills: Strong communication and relationship-building skills, facilitating effective engagement with internal and external stakeholders.

Personal Attributes

- i. Ability to work on own initiative but at the same time is a strong team player who can lead and inspire his staff
- ii. High level of self-motivation, determination and confidence in abilities
- iii. Ability to accurately provide financial advice free of fear or favour
- iv. Honest and reliable

Experience and Past Work Performance

- Minimum 5-10 years of working experience in the finance sector, minimum 3 years in supervisory roles

Qualification

- Minimum qualification of a Degree in Accounting, Finance, Commerce or related discipline
- Is a Certified Public Accountant





Job Application Form

Form 2

Form must be completed by Applicant whether Public Servant or Non Public Servant

Section 1: Position Details

Ministry EPC	Section FINANCE/COMMERCE	Location SOGI
Position Code FC-C3-CF	Title Chief Finance Officer	Supervisor Position Code FC-C2-M
	Salary Grade A12/L12	Salary Rate \$87,027 per annum

Section 2: Personal Details

First Name:	Last Name:	Other Names:
Gender:	Date of Birth:	NPF No:
Marital Status:	Physical Address (1):	Physical Address (2):
Post Code:	Phone No (1):	Phone No (2):
e-Mail:	Facimile:	

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. Ability to work on own initiative but at the same time is a strong team player who can lead and inspire his staff ii. High level of self-motivation, determination and confidence in abilities iii. Ability to accurately provide financial advice free of fear or favour iv. Honest and reliable
2. Personal Attributes (refer to JD for full details)

- i. Ability to work on own initiative but at the same time is a strong team player who can lead and inspire his staff
- ii. High level of self-motivation, determination and confidence in abilities
- iii. Ability to accurately provide financial advice free of fear or favour
- iv. Honest and reliable

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

- ☐ Minimum 5-10 years of working experience in the finance sector, minimum 3 years in supervisory roles

4. Qualifications (refer to JD for full details)

- ☐ Minimum qualification of a Degree in Accounting, Finance, Commerce or related discipline
- ☐ Is a Certified Public Accountant

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 material 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



HR-RSA 403(i) Ver.02

RESPONSE TO SELECTION CRITERIA FOR THE POSITION OF

[Chief Finance Officer]

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

Selection Criteria		State how you meet each selection criterion
Skills and Abilities	1. Strategic Financial Planning: i. Ability to develop and implement financial strategies that align with the utility's long-term goals. ii. Expertise in optimizing the allocation of financial resources to maximize returns and support strategic initiatives.	
	2. Financial Analysis/Financial Reporting and Cash flow Management: iii. Strong ability to analyze complex financial data, identify trends, and make data-driven decisions. iv. Demonstrated ability in the preparation of annual budgets and financial forecasts, ensuring financial stability and sustainability of the Corporation. v. Demonstrated ability in the preparation of regulated financial statements and short term financial reports for management and Board decision making vi. Strong ability to properly manage the Corporation's Cash flow to ensure suppliers are paid on time	
	3. Regulatory/Compliance Knowledge: vii. In-depth understanding of financial regulations and compliance requirements specific to the utility sector. viii. Demonstrated skills and ability to identify, assess, and mitigate financial	

	risks, ensuring adherence to regulatory standards.	
	4. Leadership and Team Development: ix Proven ability to lead and inspire a finance team, fostering a culture of accountability and high performance. x. Commitment to mentoring and developing financial staff, promoting continuous learning and professional growth.	
	5. Communication and Stakeholder Engagement: xi. Demonstrated skills, ability and experience to prepare and present complex financial information clearly and concisely to the board of directors, regulators, and other stakeholders. xii. Interpersonal Skills: Strong communication and relationship-building skills, facilitating effective engagement with internal and external stakeholders.	
2. Personal Attributes	i. Ability to work on own initiative but at the same time is a strong team player who can lead and inspire his staff	
	ii. High level of self-motivation, determination and confidence in abilities	
	iii. Ability to accurately provide financial advice free of fear or favour	
	iv. Honest and reliable	
3. Experience and Past Work Performance	Minimum 5-10 years of working experience in the finance sector, minimum 3 years in supervisory roles	
4. Qualifications	☑ Minimum qualification of a Degree in Accounting, Finance, Commerce or related discipline ☑ Is a Certified Public Accountant	

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