

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: Supervisor Administration and Payroll - 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	Supervisor Administration and Payroll
Position Code	CG-C4-AP

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:	Supervisor Administration and Payroll	Position Code:	CG-C4-AP
Name:		Date Received	
		Email/Postal Address	

ELECTRIC POWER CORPORATION



JOB DESCRIPTION

Position Title: Supervisor Administration and Payroll	Position Code: CG-C4-AP
Position Grade: A11/L11	Salary Grade: \$72,946 per annum (3 years contract)
Location: 5 th Level - TATTE Building SOGI	
Reports to: Manager Corporate Governance	
Review by: MCG/HRM	Date: October 2025

VISION

To be a sustainable, affordable & 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)

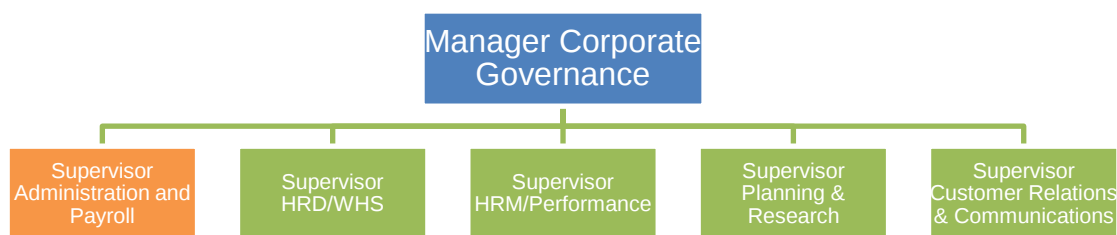
Integrity Absolute and honesty in everything we do

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 – CORPORATE GOVERNANCE



SUMMARY OF THIS POSITION

This position supports the Corporation for ensuring Good Governance, compliance and transparency; and promoting an open environment and information sharing among staff.

The Supervisor of Administration & Payroll is responsible for management, administration and maintaining of all staff personnel records which includes payroll and central filling system, and integrating all manual records and centralize system. The position also assists in coordinating logistics, events, and administrative arrangements for the General Manager and Senior Management.

DESIRED OUTPUTS / 'MAJOR CHALLENGES'

The following are the key outputs of this position:

- Accurate payroll report
- Update balance of leaves
- Implementation of a centralized filling system for internal and external correspondences
- Efficient delivery of administrative, logistical, and event coordination support for management

The main challenges faced by this position are as follows;

- Transition of all personnel records to electronic access
- Implementation of an electronic leave approval system
- Integration of electronic timesheet processing
- Balancing administrative and payroll responsibilities while ensuring timely support to management and staff

DETAILED DESCRIPTION OF DUTIES

Responsibilities/ Expectations	Activities	Performance Indicators
Provides all Administrative support duties for the division and Staff. (Payroll, Staff Leave	i. Supervises administration of payroll processing. ii. Supervises the updates of staff personnel leaves records, and timesheets.. iii. Checks and monitors all attendance books for main office and other Divisions. iv. Provides list of headcount on monthly basis.	✓ Accurate Payroll report every fortnight ✓ Updated leaves on system Accurate staff salary rates on system ✓ Timely provision of attendance report every month

	v. Prepares related internal and external correspondences to clients when required. vi. Prepares Board Paper on related staff matters and arrangements of Staff travels documentations. vii. Supervises the checking of staff Leave balances available and advises staff accordingly. viii. Advises HRM section three(3) months in advance on staff anniversary due dates for conducting of performance appraisal reports. ix. Calculate and verify staff authority processing if accurate.	✓ Staff Authorities and related documents prepared on timely manner.
Integrated records management system, Payroll system	i. Disseminate all relevant information including board resolutions for ALL staff awareness. ii. Assists team in provision of information for Division monthly reports.. iii. Prepares internal memorandum and communicates all decisions made by GM and management. iv. Supervises and coordinates Administration staff in organizing the central filing system... v. Prepares quarterly and annual related payroll reports as required. vi. Liaises with ICT team and Accounts staff to maintain integrity of data, and responsible for monitoring the pay system. vii. Assists in creating and enforcing established payroll and payments related policies, and standard operating procedures (SOPs) and regulations. viii. Coordinates the	Timely dissemination of Board and Management decisions to all divisions. Timely distribution of internal and external letters. Staff Files and External Correspondence Files are properly kept and updated.

	Management and Staff Travel documents with Immigration and other agents and Embassies.	
3. Administration, Logistics and Coordination	ix. i. Plans and coordinates logistics for official meetings, workshops, training sessions, and corporate events in support of the GM and Management. ii. Assists the General Manager and Management Team in preparing materials, presentations, and documents for Board and corporate functions. iii. Organizes venue bookings, travel arrangements, accommodation, and catering for official events and visiting delegations. iv. Ensures proper documentation and filing of all administrative correspondences, quotations, and vendor communications. v. Supervises Administration staff in procurement of supplies and logistical support for daily operations. vi. Coordinates and monitors use of corporate vehicles, meeting rooms, and office equipment to ensure efficient utilization. vii. Supports emergency or urgent requests from the General Manager and Division Heads related to meetings, travel, or official functions.	✓ Meetings and events organized efficiently and within budget. ✓ Logistics and travel arrangements completed accurately and on time. ✓ Administrative requests from GM and Management completed promptly. ✓ Proper documentation and filing of all event and logistics records.

KEY RELATIONSHIPS

INTERNAL	EXTERNAL
Management and All Staff	Government Ministries, S.O.E's and Private Sector.

SELECTION CRITERIA

Skills and Abilities

- i. Possesses good understanding and knowledge of Payroll system process.
- ii. Demonstrated ability to organise and supervise the Filing system for Staff and all other internal and external Correspondence.
- iii. Demonstrated ability to work with limited supervision and has supervisory skills and has good teamwork and organisation.
- iv. Ability to plan and coordinate meetings, events, and logistics in support of management.
- v. Demonstrated ability and skills to provide sound advice to the Manager and team on initiatives to improve work of the division.
- vi. Sound understanding of the EPC and other Government bodies systems and policies and their applications in work place.
- vii. Good understanding of the importance of an open communication network at workplace amongst staff.
- viii. Demonstrated ability to use software systems in payroll, and work using Microsoft word and Excel.
- ix. Demonstrated ability to write and compile reports.

Personal Attributes

- i. Models EPC values and code of conduct
- ii. Applies Transparency to work and Accountable for actions.
- iii. Shows Passion and Commitment to work.
- iv. Establishes good relations with EPC Staff and clients in a professional manner.
- v. Displays initiative, reliability, and flexibility in supporting management and team operations.

Experience and Past Work Performance

Minimum of 5 years of working experience in Administration and Payroll work with successful past records.

Qualification(s)

A Bachelor of Arts or a Diploma in Public Administration or relevant degree from a recognised Institution

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 CORPORATE GOVERNANCE	Location TATTE BUILDING, LEVEL 5	
Position Code CG-C4-AP	Title Supervisor Administration and Payroll	Supervisor Position Code CG-C2-M	
		Salary Grade A11/L11	Salary Rate \$72,946

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. Possesses good understanding and knowledge of Payroll system process.
- ii. Demonstrated ability to organise and supervise the Filing system for Staff and all other internal and external Correspondence.
- iii. Demonstrated ability to work with limited supervision and has supervisory skills and has good teamwork and organisation.
- iv. Ability to plan and coordinate meetings, events, and logistics in support of management.
- v. Demonstrated ability and skills to provide sound advice to the Manager and team on initiatives to improve work of the division.
- vi. Sound understanding of the EPC and other Government bodies systems and policies and their applications in work place.
- vii. Good understanding of the importance of an open communication network at workplace amongst staff.
- viii. Demonstrated ability to use software systems in payroll, and work using Microsoft word and Excel.
- ix. Demonstrated ability to write and compile reports.

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

- i. ☐ Models EPC values and code of conduct
- ii. ☐ Applies Transparency to work and Accountable for actions.
- iii. ☐ Shows Passion and Commitment to work.
- iv. ☐ Establishes good relations with EPC Staff and clients in a professional manner.
- v. ☐ Displays initiative, reliability, and flexibility in supporting management and team operations.

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

Minimum of 5 years of working experience in Administration and Payroll work with successful past records.

4. Qualifications (refer to JD for full details)

A Bachelor of Arts or a Diploma in Public Administration or relevant degree from a 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 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
-----------	------

ELECTRIC POWER CORPORATION



HR-RSA 403(i) Ver.02

RESPONSE TO SELECTION CRITERIA FOR THE POSITION OF

[Supervisor Administration and Payroll 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	i. Possesses good understanding and knowledge of Payroll system process.	
	ii. Demonstrated ability to organise and supervise the Filing system for Staff and all other internal and external Correspondence.	
	iii. Demonstrated ability to work with limited supervision and has supervisory skills and has good teamwork and organisation.	
	iv. Ability to plan and coordinate meetings, events, and logistics in support of management.	
	v. Demonstrated ability and skills to provide sound advice to the Manager and team on initiatives to improve work of the division.	
	vi. Sound understanding of the EPC and other Government bodies systems and policies and their applications in work place.	
	vii. Good understanding of the importance of an open communication network at workplace amongst staff.	

	viii. Demonstrated ability to use software systems in payroll, and work using Microsoft word and Excel.	
	ix. Demonstrated ability to write and compile reports.	
2. Personal Attributes	i. Models EPC values and code of conduct	
	ii. Applies Transparency to work and Accountable for actions.	
	iii. Shows Passion and Commitment to work.	
	iv. Establishes good relations with EPC Staff and clients in a professional manner.	
	v. Displays initiative, reliability, and flexibility in supporting management and team operations.	
3. Experience and Past Work Performance	Minimum of 5 years of working experience in Administration and Payroll work with successful past records.	
4. Qualifications	A Bachelor of Arts or a Diploma in Public Administration or relevant degree from a recognised Institution	

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