

# 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: Leading Hand Mechanic**” 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 [matamuf@epc.ws](mailto:matamuf@epc.ws), [tinais@epc.ws](mailto:tinais@epc.ws) before or on **Friday 19<sup>th</sup> December, 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	<input type="text" value="EPC"/>
Position Title	<input type="text" value="Leading Hand Mechanic"/>
Position Code	<input type="text" value="PG-P-LHM"/>

### Demographics – please tick the appropriate box:

Gender	<input type="checkbox"/> Female	<input type="checkbox"/> Male
Nationality	<input type="checkbox"/> Other	<input type="checkbox"/> Other (please specify) <input type="text"/>

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

<input type="checkbox"/> Internal (Same Ministry)	<input type="checkbox"/> Other Public Service/Government Ministries/Office	<input type="checkbox"/> Employed in SOE/Public Bodies	<input type="checkbox"/> Employed in Private Sector	
<input type="checkbox"/> NGOs	<input type="checkbox"/> Not Employed	<input type="checkbox"/> Self Employed	<input type="checkbox"/> Studying	<input type="checkbox"/> Overseas

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

<input type="checkbox"/> PSC Website	<input type="text"/>
<input type="checkbox"/> Ministry Website (please specify)	<input type="text"/>
<input type="checkbox"/> Local Paper (please specify)	<input type="text"/>
<input type="checkbox"/> PSC/Ministry Noticeboard (please specify)	<input type="text"/>
<input type="checkbox"/> Word of mouth/Friends/Family Member	
<input type="checkbox"/> Other (please specify)	<input type="text"/>

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

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### 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:	<input type="text" value="Leading Hand Mechanic"/>	Position Code:	<input type="text" value="PG-P-LHM"/>
Name:	<input type="text"/>	Date Received	<input type="text"/>
		Email/Postal Address	<input type="text"/>

# SOELECTRIC POWER CORPORATION

## JOB DESCRIPTION

<b>Position Title:</b> Leading Hand Mechanic	<b>Position Code:</b> PG-P-LHM
<b>Position Status:</b> Permanent	<b>Salary Grade:</b> \$25,065 - \$35,161 p.a.
<b>Location:</b> Power Generation	
<b>Reports to:</b> Overseer & Foreman Mechanic	
<b>Review by:</b> HRM/OM	<b>Date:</b> November 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

A midst 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)

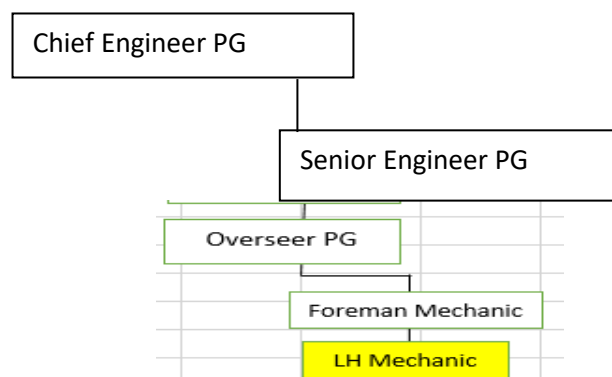
**Integrity** Absolute and honesty in everything we do

**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

## PROPOSED ORGANISATIONAL STRUCTURE OF EPC



### SUMMARY OF THIS POSITION.

The candidate in this position is responsible for:

1. Lead the mechanic team in repair and maintenance work of hydro and diesel generators.
2. Monitoring the generators at the operation.
3. Ensuring all work is performed to high safety, quality and compliance standards
4. any other related work in the generation operation.

### DESIRED OUTPUTS / 'MAJOR CHALLENGES'.

The position's main challenge would be the ability of the candidate to handle the workload of technical team in EPC's working environment in order for the Power supply be 100% at all time.

### DETAILED DESCRIPTION OF DUTIES

Responsibilities/ Expectations	Activities	Performance Indicators
1. Lead the Mechanic Team in repair work	1.1. Lead the team in any mechanical overhaul of generators. 1.2. Lead the team in testing and inspecting diesel engines at repair work. 1.3. Lead the team for repair, replacements and installation of faulty apparatus and diesel and hydro generators parts.	Repair work of power generators are completed at scheduled time without power disruption.
2. Provide technical expertise to the mechanical team in regular and daily monitoring of diesel and hydro generators.	2.1. Be present at power generation sites when required for monitoring generators and try to detect any mechanical faults. 2.2. Report to superiors and engineers of any suspected mechanical fault in order to provide immediate technical solutions. 2.3. monitors the daily operation of diesel or hydro generators in order to provide efficient outputs.	Power generators are monitored well and detected faults are reported to supervisors and engineers immediately.

	2.4.making sure that the operation is well prepared and equipped at all time with all safety requirements and protection like fire extinguishers and others.	
3. Support continuous improvement initiatives	3.1 Provide feedback for improving mechanical processes and workflow 3.2 Participate in quality improvement meetings	
4.Any other duty required in the boss and directed by supervisors and engineers.	4.1.Reports writings and submissions. 4.2.Attends required trainings/team meetings. 4.3.Observe all rules and policies of the EPC while conducting work and representing the EPC.	Reports are produced of every work and repair carried out.

## KEY RELATIONSHIPS

INTERNAL	EXTERNAL
General Manager All Managers All Staff	General Public.

## SELECTION CRITERIA

### Skills & Abilities

1. Strong mechanical diagnostic and problem-solving abilities.
2. Must have good knowledge on the safe operation and upkeep of mechanical assets & equipment in the power generation applications.
3. Demonstrated ability to troubleshoot mechanical faults for efficient repairs & to improve PMS of all mechanical assets & equipment
4. Ability to allocate tasks, manage workloads, and monitor performance.
5. Ability to communicate clearly with staff, supervisors, etc..
6. Ability to show teamwork towards workmates at work with positive attitude.
7. Understands safety procedures and gives priority to all safety measures.
8. Excellent teamwork and collaboration abilities.

### Personal Attributes

1. High level of reliability, responsibility, and integrity.
2. Strong work ethic with a commitment to quality.
3. Ability to work under pressure and meet deadlines.
4. Physically fit and able to perform workshop-related tasks.
5. Upholds EPC's code of ethics and leads by example in professional conduct.
6. Adaptable and proactive in addressing work related challenges.

**Past Experience**

1. Minimum of 3 years' experience in mechanical works
2. Must have a valid driver's license

**Qualifications**

- i. Minimum Certificate in Mechanical Engineering or APTC graduates with a Certificate in Mechanical work or a related field



# 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 SAVAII OPERATION	Location SAVAII	
Position Code PG-P-LHM	Title Leading Hand Mechanic	Supervisor Position Code	
		Salary Grade E3/L3	Salary Rate \$25,065

### 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)

1. Strong mechanical diagnostic and problem-solving abilities.
2. Must have good knowledge on the safe operation and upkeep of mechanical assets & equipment in the power generation applications.
3. Demonstrated ability to troubleshoot mechanical faults for efficient repairs & to improve PMS of all mechanical assets & equipment
4. Ability to allocate tasks, manage workloads, and monitor performance.
5. Ability to communicate clearly with staff, supervisors, etc..
6. Ability to show teamwork towards workmates at work with positive attitude.
7. Understands safety procedures and gives priority to all safety measures.
8. Excellent teamwork and collaboration abilities.

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



1. High level of reliability, responsibility, and integrity.
2. Strong work ethic with a commitment to quality.
3. Ability to work under pressure and meet deadlines.
4. Physically fit and able to perform workshop-related tasks.
5. Upholds EPC's code of ethics and leads by example in professional conduct.
6. Adaptable and proactive in addressing work related challenges.

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

1. Minimum of 3 years' experience in mechanical works
2. Must have a valid driver's license

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

- i. Minimum Certificate in Mechanical Engineering or APTC graduates with a Certificate in Mechanical work 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>	Samoan				
1. Limited conversation, reading of newspapers, routine correspondence	English				
2. Engage freely in discussions, read write more difficult material	Other (specify)				
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



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## **RESPONSE TO SELECTION CRITERIA FOR THE POSITION OF**

[Leading Hand Mechanic: Power Generation]

***(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. Strong mechanical diagnostic and problem-solving abilities.	
	2. Must have good knowledge on the safe operation and upkeep of mechanical assets & equipment in the power generation applications.	
	3. Demonstrated ability to troubleshoot mechanical faults for efficient repairs & to improve PMS of all mechanical assets & equipment	
	4. Ability to allocate tasks, manage workloads, and monitor performance.	
	5. Ability to communicate clearly with staff, supervisors, etc..	
	6. Ability to show teamwork towards workmates at work with positive attitude.	
	7. Understands safety procedures and gives priority to all safety measures.	

	8. Excellent teamwork and collaboration abilities.	
<b>2. Personal Attributes</b>	1. High level of reliability, responsibility, and integrity.	
	2. Strong work ethic with a commitment to quality.	
	3. Ability to work under pressure and meet deadlines.	
	4. Physically fit and able to perform workshop-related tasks.	
	5. Upholds EPC's code of ethics and leads by example in professional conduct.	
	6. Adaptable and proactive in addressing work related challenges.	
<b>3. Experience and Past Work Performance</b>	1. Minimum of 3 years' experience in mechanical works 2. Must have a valid driver's license	
<b>4. Qualifications</b>	1. Minimum Certificate in Mechanical Engineering or APTC graduates with a Certificate in Mechanical work or a related field	

#### **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:...../...../.....