

# 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: Senior Engineer Development**” 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="Senior Engineer Development"/>
Position Code	<input type="text" value="QA-C3-D"/>

### 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="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="Senior Engineer Development"/>	Position Code:	<input type="text" value="QA-C3-D"/>
Name:	<input type="text"/>	Date Received	<input type="text"/>
		Email/Postal Address	<input type="text"/>

## ELECTRIC POWER CORPORATION

### JOB DESCRIPTION

<b>Position Title:</b> Senior Engineer Development	<b>Position Code:</b> QAD-C3-D
<b>Position Grade:</b> A12/L12 3 yrs. contract	<b>Salary Grade:</b> \$87,027 per annum
<b>Location:</b> Level 5, TATTE Building – SOGI	
<b>Reports to:</b> Chief Engineer Quality Assurance & Development	
<b>Review by:</b> CG	<b>Date:</b> August 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

<b>Passion</b>	for excellent customer service
<b>Respect</b>	for all stakeholders (customers, staff, government, donors, community) and the environment
<b>Integrity</b>	Absolute and honest in everything we do
<b>Innovation</b>	Always looking for better and economical ways of doing things
<b>Delivery</b>	Do everything with enthusiasm and determination and in consultation
<b>Empowerment</b>	Encourage all staff to be accountable and transparent with what they do

## DIVISIONAL STRUCTURE OF QUALITY ASSURANCE AND DEVELOPMENT



### Summary of the Position

The Senior Engineer Development leads EPC's Energy Transition and Project Delivery branch under QAD. The role focuses on developing and implementing renewable energy and grid modernization projects, managing donor-funded project cycles, integrating emerging technologies (BESS, rooftop solar, smart grid tools), and ensuring timely delivery of EPC's commitments under the EPC Master Plan 2024–2034 and Samoa's NDC. The SED also oversees limited asset management and refurbishment projects to ensure sustainability of EPC's generation assets.

### Desired Outputs:

- EPC renewable and transition projects delivered on time and within budget
- Reduced technical and system losses (SAIDI/SAIFI improvements)
- Updated technical data, feasibility studies, and project documentation
- EPC BESS fleet maintained at  $\geq 90\%$  availability
- Rooftop solar and distributed RE successfully rolled out
- Generation assets overhauled/refurbished according to approved schedules
- Tender and contract processes compliant with donor and national guidelines

Responsibilities / Expectations	Activities	Performance Indicators
<b>Project Development &amp; Delivery</b>	<ul style="list-style-type: none"><li>• Lead feasibility studies, tender preparation, and evaluation for EPC's energy transition and infrastructure projects</li><li>• Manage implementation of donor-funded and EPC capital projects from design to commissioning</li></ul>	<p>Projects delivered on schedule and within budget</p> <p>Bidding documents and contracts approved without major audit issues</p>
<b>Energy Transition &amp; Emerging Technology</b>	<ul style="list-style-type: none"><li>• Oversee EPC BESS operations and emerging tech pilots (demand response, advanced controls)</li><li>• Supervise EPC rooftop solar rollout and distributed RE initiatives</li></ul>	<p>BESS fleet <math>\geq 90\%</math> availability</p> <p><math>\geq 1</math> emerging technology trialed successfully</p> <p>EPC rooftop solar contributes measurable RE generation annually</p>
<b>Asset Management (Limited Scope)</b>	<ul style="list-style-type: none"><li>• Support refurbishment and overhaul of key generation assets (hydro, diesel, plant)</li><li>• Provide quarterly asset</li></ul>	<p><math>\geq 90\%</math> of scheduled overhauls/refurbishments completed</p>

	condition assessments to CEQAD	Zero major unplanned outages linked to missed maintenance
<b>Loss Reduction &amp; System Performance</b>	<ul style="list-style-type: none"> <li>Monitor technical losses and propose engineering solutions</li> <li>Coordinate with SET and QA teams to implement loss reduction initiatives</li> </ul>	Quarterly technical loss reports produced  ≥5% loss reduction achieved over baseline  SAIDI/SAIFI indicators improved
<b>Grid Protection &amp; Reliability</b>	<ul style="list-style-type: none"> <li>Oversee feeder and station protection settings</li> <li>Support SCADA and SEL coordination with technical teams</li> </ul>	≥95% compliance with protection standards  Zero major blackout caused by mis-co-ordination
<b>Staff Development &amp; Leadership</b>	<ul style="list-style-type: none"> <li>Mentor and supervise the Electrical Engineer (Asset Mgmt, BESS, Emerging Tech)</li> <li>Conduct technical training and knowledge sharing for QA&amp;D staff</li> </ul>	100% staff PMF completed  ≥2 staff trainings/mentoring sessions delivered annually
<b>Reporting &amp; Accountability</b>	<ul style="list-style-type: none"> <li>Submit quarterly reports on project status, asset management, and loss performance</li> <li>Escalate issues to CEQAD with recommendations</li> </ul>	4 quarterly reports submitted on time  Issues escalated within 5 working days

### Essential Skills and Abilities

- i. Demonstrated ability to lead the development, procurement, and delivery of **energy transition and infrastructure projects** (solar, BESS, rooftop solar, hybrid systems, and transmission upgrades).
- ii. Proven skills and experience in **technical contract management**, including preparation of tender documents, monitoring & evaluation, and compliance reporting to donor and national requirements.
- iii. Demonstrated competency in computer software applications for:
  - a. **Network modelling and planning** (PowerFactory, ETAP, or equivalent)
  - b. **System protection and SCADA/SEL settings coordination**
- iv. Strong stakeholder engagement and professional public relations with donors, contractors, regulators, and sector partners.
- v. Excellent teamwork, with the ability to mentor, train, and build capacity of EPC engineers and technical staff.
- vi. Excellent communication skills in both English and Samoan, with demonstrated ability to produce high-level technical reports and policy inputs.
- vii. Able to drive manual shift vehicles and hold a valid driver's license.

### Personal Attributes

- i. Displays strong passion and commitment in electrical engineering work

- ii. Displays transparency and accountable to work
- iii. Displays strong work ethics, impartiality and professionalism at all time
- iv. Prioritizes safety procedures at all times
- v. Displays a good knowledge of IPES's Code of Ethics

**Working Experience & knowledge**

1. Minimum of five years of working experience in a power utility specializing on project development

**Qualifications**

1. Holds at least a Bachelor of Engineering Degree (BE or BEng) in Electrical Engineering
2. Preferably a registered Chartered Professional Engineer (CPEng) or in the process of becoming one with IPES or an equivalent 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 QUALITY ASSURANCE & DEVELOPMENT	Location SOGI
Position Code QA-C3-D	Title Senior Engineer Development	Supervisor Position Code QA-C4
	Salary Grade \$87,027	Salary Rate A12/L12

### 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. Demonstrated ability to lead the development, procurement, and delivery of energy transition and infrastructure projects (solar, BESS, rooftop solar, hybrid systems, and transmission upgrades).
- ii. Proven skills and experience in technical contract management, including preparation of tender documents, monitoring & evaluation, and compliance reporting to donor and national requirements.
- iii. Demonstrated competency in computer software applications for:
  - a. Network modelling and planning (PowerFactory, ETAP, or equivalent)
  - b. System protection and SCADA/SEL settings coordination
- iv. Strong stakeholder engagement and professional public relations with donors, contractors, regulators, and sector partners.
- v. Excellent teamwork, with the ability to mentor, train, and build capacity of EPC engineers and technical staff.
- vi. Excellent communication skills in both English and Samoan, with demonstrated ability to produce high-level technical reports and policy inputs.



vii. Able to drive manual shift vehicles and hold a valid driver's license.

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

- i. Displays strong passion and commitment in electrical engineering work
- ii. Displays transparency and accountable to work
- iii. Displays strong work ethics, impartiality and professionalism at all time
- iv. Prioritizes safety procedures at all times
- v. Displays a good knowledge of IPES's Code of Ethics

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

1. Minimum of five years of working experience in a power utility specializing on project development

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

1. Holds at least a Bachelor of Engineering Degree (BE or BEng) in Electrical Engineering
2. Preferably a registered Chartered Professional Engineer (CPEng) or in the process of becoming one with IPES or an equivalent 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
<b>CODE</b> 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**

[Senior Engineer Development]

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

Selection Criteria		State how you meet each selection criterion
<b>1. Skills and Abilities</b>	i. Demonstrated ability to lead the development, procurement, and delivery of energy transition and infrastructure projects (solar, BESS, rooftop solar, hybrid systems, and transmission upgrades).	
	ii. Proven skills and experience in technical contract management, including preparation of tender documents, monitoring & evaluation, and compliance reporting to donor and national requirements.	
	iii. Demonstrated competency in computer software applications for: a. Network modelling and planning (PowerFactory, ETAP, or equivalent) b. System protection and SCADA/SEL settings coordination	
	iv. Strong stakeholder engagement and professional public relations with donors, contractors, regulators, and sector partners.	
	v. Excellent teamwork, with the ability to mentor, train, and build capacity of EPC engineers and technical staff.	
	vi. Excellent communication skills in both English and Samoan, with demonstrated ability to produce high-level technical reports and policy inputs.	
	vii. Able to drive manual shift vehicles and hold a valid driver's license.	

<b>2. Personal Attributes</b>	i. Displays strong passion and commitment in electrical engineering work ii. Displays transparency and accountable to work iii. Displays strong work ethics, impartiality and professionalism at all time iv. Prioritizes safety procedures at all times v. Displays a good knowledge of IPES's Code of Ethics	
<b>3. Experience and Past Work Performance</b>	1. Minimum of five years of working experience in a power utility specializing on project development	
<b>4. Qualifications</b>	1. Holds at least a Bachelor of Engineering Degree (BE or BEng) in Electrical Engineering 2. Preferably a registered Chartered Professional Engineer (CPEng) or in the process of becoming one with IPES or an equivalent 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:...../...../.....