

# 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: Electrical Technician – Savaii Operation**" 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 **Monday, 02<sup>nd</sup> February 2026 @ 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

Position Title

Position Code

### 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 stamp 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*

<b>Position Title:</b>	<input type="text" value="Electrical Technician"/>	<b>Position Code:</b>	<input type="text" value="SO-P1-UT"/>
<b>Name:</b>	<input type="text"/>	<b>Date Received</b>	<input type="text"/>
		<b>Email/Postal Address</b>	<input type="text"/>

## ELECTRIC POWER CORPORATION

### JOB DESCRIPTION

<b>Position Title:</b> Electrical Technician	<b>Position Code:</b> SO-P-G
<b>Position Grade:</b> E2/L2	<b>Salary Grade:</b> \$15,193 - \$21,403
<b>Location:</b> Savaii Operations	
<b>Reports to:</b> Foreman Electrical/Overseer Generation	
<b>Review by:</b> CG-HRM / MSO	<b>Date:</b> January 2026

**VISION** Clean energy sources for affordable and sustainable electricity supply for Samoa

### MISSION

To provide and maintain quality electrical services through innovative, sustainable and environmentally sound practices in developing renewable energy sources, generation and distribution 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
- More efficient use of electricity by consumers

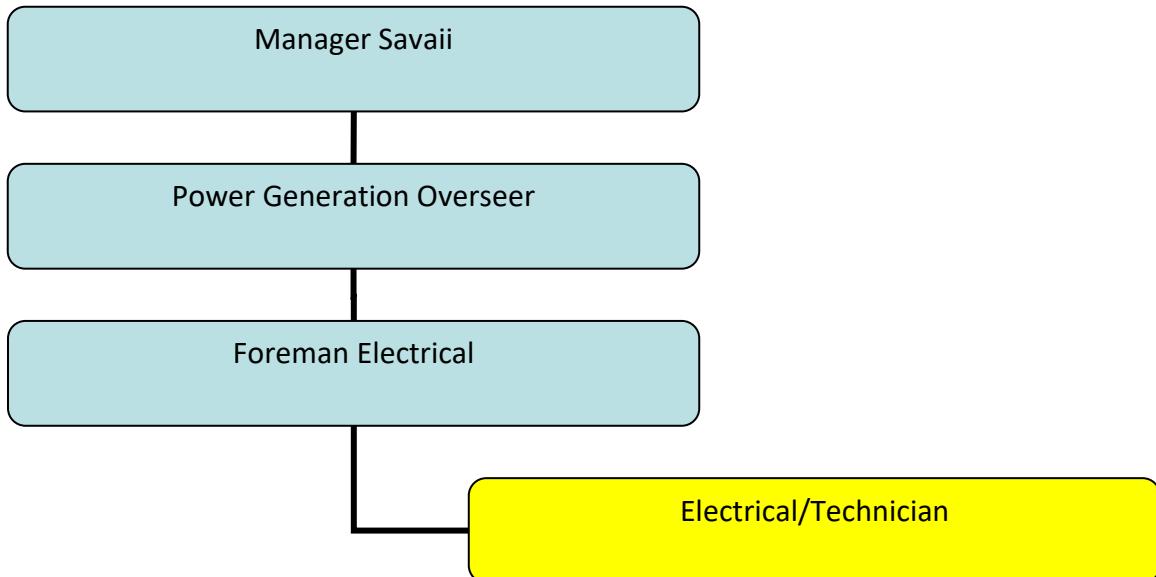
Amidst many challenges, EPC continually strives to improve its overall performance to fulfil its core functions and strategic results to all its stakeholders in Samoa.

### VALUES

<b>Passion</b>	for excellent customer service
<b>Respect</b>	for all stakeholders (customers, staff, government, community, donors and the environment)
<b>Integrity</b>	Absolute and honesty in everything we do
<b>Innovation</b>	Always looking for better and cheaper ways of doing things

<b>Delivery</b>	Do everything with enthusiasm and determination. Meet the highest standards in everything we do
<b>Empowerment</b>	Encourage all staff to take responsibility for what they do and encourage them to make decisions that are in the best interest of EPC

### STRUCTURE OF SAVAII OPERATIONS DIVISION



### SUMMARY OF THIS POSITION.

Under the general supervision of the Foreman Electrical and Power Generation and direction of the Manager Savaii Operations, the incumbent is generally responsible for maintenance work primarily to maintain and upgrade existing electrical systems on all diesel electrical equipment and controls and performs other duties as required.

### DESIRED OUTPUTS / 'MAJOR CHALLENGES'

- i. Ensuring safety procedures and protocol are adhered to during repair and maintenance of power generating assets and equipment
- ii. Compliance to **EPC adopted code of standards** for all electrical wiring works

### DETAILED DESCRIPTION OF DUTIES

Major Responsibilities	Activities	Performance Indicators
1. Ensures thorough and safely installation, repair and maintenance of electrical components of power generating assets and equipment	1.1 Analyze circuits, wiring diagrams and drawings to install, repair, calibrate, service or replace electronic devices and systems 1.2 Receives wiring diagrams, specifications and instructions from supervisor covering emergency and schedule repairs, installations and electrical inspection work to be performed	<input type="checkbox"/> Enhanced professional capacity and reliability of PGD electrical section services

2. Carry out electrical work in compliance to EPC adopted code and standards	<p>2.1 Performs work requiring a thorough knowledge of electrical theory and principles, statutory codes, properties of materials and principles of operation of electrical equipment in accordance with company safety procedures for machine activation and shutdown and in line with standard Labour requirements</p>	<input type="checkbox"/> Successful application of approved SOPs standard operating procedures
	<p>2.2 Locates and determines electrical malfunctions using various test instruments such as ammeter, voltmeter and test lamp</p> <p>2.3 Repair malfunctions by such methods such as replacing burnt out elements and fuses, bypassing or replacing defective wiring, filing switch contact points and cleaning and re-wiring motors</p> <p>2.4 Test electrical equipment for safety and efficiency</p> <p>2.5 Installs fixtures, motors and other electrical equipment, make various adjustments to electrical equipment as necessary</p>	
3 Assist in performing Major Repairs & installations (EMRI) for all EPC Diesel, Hydro, Solar and Wind Power generating assets & equipment at designated sites	<p>3.1 Repairs or rewire system according to building codes and safety regulations;</p> <p>3.2 May plan layout and wire new or remodelled installations;</p> <p>3.3 Ensures safe work practices near electrical outlets;</p> <p>3.4 Carry out electrical fitting, high voltage switching and electronics;</p> <p>3.5 Instructs or leads semi-skilled or unskilled assistants;</p>	<input type="checkbox"/> Improved quality, capacity factor, availability and reliability of power generating assets and equipment
And any other duties as assigned by Manager Savaii and Overseer		

## KEY RELATIONSHIPS

INTERNAL	EXTERNAL
Foreman Electrical Power Generation Overseer Manager Savaii Operations Savaii Operations Staff	Public Suppliers

## SELECTION CRITERIA

### Skills and Abilities

- Demonstrate effective problem solving skills in diagnosing, trouble shooting and repairing electrical faults using a variety of electrical test equipment and meters

- ii. Demonstrate proven ability to read and interpret blueprint, electrical diagrams, drawings and schematics
- iii. Ability to perform all work in compliance with applicable safety and environmental regulations, standards and procedures
- iv. Ability to maintain accurate and precise written and computerized documents
- v. Ability to work shifts, weekends, and odd and unusual hours in the performance of duties and be available for emergency and/or pre-arranged work whenever called upon
- vi. Demonstrate good communication and report writing skills

**Personal Attributes**

- i. A team player
- ii. A Good listener
- iii. Well organised

**Experience and past work performance**

- i. At least 3 years of relevant work experience in the electrical, electronic or mechanical field

**Qualifications**

- i. Minimum qualification is a Due Completion Certificate of Apprenticeship or APTC Certificate in electrical, electronic or mechanical 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 SALELOLOGA, SAVAII
Position Code SO-P1-UT	Title Electrical Technician	Supervisor Position Code SO-C2-M
	Salary Grade E2/L2	Salary Rate \$15,193 - \$21,403

#### 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. Demonstrate effective problem solving skills in diagnosing, trouble shooting and repairing electrical faults using a variety of electrical test equipment and meters.
- ii. Demonstrate proven ability to read and interpret blueprint, electrical diagrams, drawings and schematics.
- iii. Ability to perform all work in compliance with applicable safety and environmental regulations, standards and procedures.
- iv. Ability to maintain accurate and precise written and computerized documents.
- v. Ability to work shifts, weekends, and odd and unusual hours in the performance of duties and be available for emergency and /or pre-arranged work whenever called upon.
- vi. Demonstrate good communication and report writing skills.

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

- i. A team player
- ii. A good listener
- iii. Well organized

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

- i. At least 3 years of relevant work experience in the electrical, electronic or mechanical field.

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

- i. Minimum qualification is Due Completion Certificate of Apprenticeship or APTC Certificate in electrical, electronic or mechanical 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

CODE	Indicate your mother tongue by ticking a box below	Speak	Read	Write
1. Limited conversation, reading of newspapers, routine correspondence	Samoan			
2. Engage freely in discussions, read write more difficult material	English			
3. Speak, read and write (nearly) as well as mother tongue.	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)

If YES, please provide name(s) of your relation(s) and state nature of relationship

	No	Yes

**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**

[Electrical Technician]

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

Selection Criteria		State how you meet each selection criterion
1. Skills and Abilities	<i>Demonstrate effective problem solving skills in diagnosing, trouble shooting and repairing electrical faults using a variety of electrical test equipment and meters</i>	
	<i>Demonstrate proven ability to read and interpret blueprint, electrical diagrams, drawings and schematics</i>	
	<i>Ability to perform all work in compliance with applicable safety and environmental regulations, standards and procedures</i>	
	<i>Ability to maintain accurate and precise written and computerized documents</i>	

	<p><i>Ability to work shifts, weekends, and odd and unusual hours in the performance of duties and be available for emergency and/or pre-arranged work whenever called upon</i></p>	
	<p><i>Demonstrate good communication and</i></p>	
	<p><i>report writing skills</i></p>	
<p><b>2. Personal Attributes</b></p>	<p><i>A team player</i></p>	
	<p><i>A good listener</i></p>	
	<p><i>Well organized</i></p>	
<p><b>3. Experience and Past Work Performance</b></p>	<p><i>At least 3 years of relevant work experience in the electrical, electronic or mechanical field</i></p>	
<p><b>4. Qualifications</b></p>	<p><i>Minimum qualification is a Due Completion Certificate of Apprenticeship or APTC Certificate in electrical, electronic or mechanical field.</i></p>	

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