

# 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: Groundsman – Power Generation**” 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	<input type="text" value="EPC"/>
Position Title	<input type="text" value="Groundsman"/>
Position Code	<input type="text" value="PG-P-G"/>

### 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="Groundsman"/>	Position Code:	<input type="text" value="PG-P-G"/>
Name:	<input type="text"/>	Date Received	<input type="text"/>
		Email/Postal Address	<input type="text"/>

# ELECTRIC POWER CORPORATION



## JOB DESCRIPTION

<b>Position Title:</b> Groundsman	<b>Position Code:</b> PG-P2-G
<b>Position Grade:</b> A2/L2 – Step 3	<b>Salary Grade:</b> \$10,019
<b>Location:</b> PG	
<b>Reports to:</b> Division Manager PG	
<b>Review:</b> CG/Operation Manager	<b>Date:</b> April 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

## **SUMMARY OF THIS POSITION.**

The candidate in this position is responsible for maintaining and managing the grounds, landscaping outdoor spaces at Electric Power Corporation facilities. This includes ensuring that all areas are kept safe, tidy and in good condition. The role involves supporting various operational tasks related to site upkeep and contributing to the overall efficiency of EPC daily operations.

## **DESIRED OUTPUTS / 'MAJOR CHALLENGES'**

The following are the key outputs of this position:

1. Well-maintained grounds
2. Clean outdoor areas
3. Properly functioning equipment

The main challenge that is faced with this position is adverse weather conditions such as strong winds, extreme rain, can affect the ability to perform tasks and maintain grounds.

## **DETAILED DESCRIPTION OF DUTIES**

<b>Responsibilities/ Expectations</b>	<b>Activities</b>	<b>Performance Indicators</b>
1. Maintain and care for outdoor grounds	1.1. Mowing lawns regularly to keep it neat and tidy  1.2. Weeding, pruning and planting trees and other vegetation on site	1.1.1 Up keeping of lawns making sure they are clean on a fortnightly basis  1.2.1 Trees, shrubs are properly pruned and well maintained, weed free and visually appealing
2. Remove litter and debris from the ground and ensure all areas are clean and tidy	2.1 Rake/sweep/pick up and remove rubbish from all areas in the yard	2.1.1 All areas in the yard are clean and free from litter and debris
3. Assist in minor maintenance and repairs on the ground, safety and appearance of the Electric Power	3.1 Ensure proper functioning of drainage systems and remove any blockages in the outdoor areas  3.2 Maintenance of safety fences and other structures	3.1.1 Report any hazards or safety concern to the Supervisor or Division Manager immediately

Corporation's facilities	on the premises	
4 Ensure compliance with health and safety regulations, especially around the EPC outdoor areas.	4.2 Well aware of safety regulations and safety equipment are worn at all times	4.1.1 Report any health and safety concern to the Supervisor or Division Manager immediately
5 Any other duties as directed by the Division Manager		

### KEY RELATIONSHIPS

INTERNAL	EXTERNAL
All Divisions Manager Corporate Governance	EPC Consumers

### SKILLS AND ABILITIES

- i. Demonstrated skills, ability and experience in outdoor activities like mowing and maintaining lawns cleanliness
- ii. Demonstrated skills, ability and experience in operating grounds keeping equipment such as mowers, trimmers for grounds maintenance
- iii. Strong verbal communication skills for interaction with Supervisors, team members to address any issues
- iv. Good physical fitness and the ability to work outdoors in various weather conditions.
- v. Ability to work independently and as part of the team.

### PERSONAL ATTRIBUTES

- i. Display honesty and integrity in performing duties
- ii. A commitment to maintaining a safe and tidy work environment
- iii. Ability to take initiative and solve problems on the job
- iv. Strong work ethics and reliability

### EXPERIENCE AND PAST WORK PERFORMANCE

- i. Minimum to no working experience required
- ii. Experience in grounds keeping in various settings such as residential properties and others.

### QUALIFICATION

- i. Samoa School Leavers Certificate (SSLC)/PSSC Level
- ii. Previous experience in grounds maintenance or a similar role is preferred



# 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 POWER GENERATION	Location TANUGAMANONO
Position Code PG-P-G	Title Groundsman	Supervisor Position Code
	Salary Grade A2/L2 S3	Salary Rate \$10,019 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. Demonstrated skills, ability and experience in outdoor activities like mowing and maintaining lawns cleanliness
- ii. Demonstrated skills, ability and experience in operating grounds keeping equipment such as mowers, trimmers for grounds maintenance
- iii. Strong verbal communication skills for interaction with Supervisors, team members to address any issues
- iv. Good physical fitness and the ability to work outdoors in various weather conditions.
- v. Ability to work independently and as part of the team.

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

- i. ☐ Display honesty and integrity in performing duties
- ii. ☐ A commitment to maintaining a safe and tidy work environment
- iii. ☐ Ability to take initiative and solve problems on the job
- iv. ☐ Strong work ethics and reliability

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

- i. ☐ Minimum to no working experience required
- ii. ☐ Experience in grounds keeping in various settings such as residential properties and others.

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

- i. ☐ Samoa School Leavers Certificate (SSLC)/PSSC Level
- ii. ☐ Previous experience in grounds maintenance or a similar role is preferred

**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 materi 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



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

[Groundsman]

*(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 skills, ability and experience in outdoor activities like mowing and maintaining lawns cleanliness	
	ii. Demonstrated skills, ability and experience in operating grounds keeping equipment such as mowers, trimmers for grounds maintenance	
	iii. Strong verbal communication skills for interaction with Supervisors, team members to address any issues	
	iv. Good physical fitness and the ability to work outdoors in various weather conditions.	
	v. Ability to work independently and as part of the team.	
<b>2. Personal Attributes</b>	<div>i. Display honesty and integrity in performing duties</div> <div>ii. A commitment to maintaining a safe and tidy work environment</div> <div>iii. Ability to take initiative and solve problems on the job</div> <div>iv. Strong work ethics and reliability</div>	
<b>3. Experience and Past Work Performance</b>	<div>i. Minimum to no working experience required</div> <div>ii. Experience in grounds keeping in various settings such as residential properties and others.</div>	

<b>4. Qualifications</b>	i. Samoa School Leavers Certificate (SSLC)/PSSC Level ii. Previous experience in grounds maintenance or a similar role is preferred	
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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:...../...../.....