

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: Groundsman – Power Generation**" 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 **Monday, 02nd 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

| | | | |
|------------------------|---|-----------------------------|-------------------------------------|
| 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

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

| Responsibilities/ Expectations | Activities | Performance Indicators |
|---|--|--|
| 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 |
|---------------------------|---------------------|----------------------|--------------|----------------|
| | | | | |
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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

| 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 |
|-----------|------|

ELECTRIC POWER CORPORATION



HR-RSA 403(i) Ver.02

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 |
|--|--|--|
| 1. 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. | |
| 2. 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 | |
| 3. 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. | |

| | | |
|--------------------------|--|--|
| 4. Qualifications | <ul style="list-style-type: none"> i. Samoa School Leavers Certificate (SSLC)/PSSC Level ii. Previous experience in grounds maintenance or a similar role is preferred | |
|--------------------------|--|--|

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