

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: Mechanic Technician – Savaii Operation**" 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 EPC

Position Title Mechanic Technician

Position Code SO-P-PG

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:	Mechanic Technician	Position Code:	SO-P-PG
Name:	 		
Date Received	 		
Email/Postal Address	 		

ELECTRIC POWER CORPORATION

JOB DESCRIPTION

Position Title: Mechanic Technician	Position Code: SO-P-PG2
Position Status: Permanent	Salary Grade: \$15,193 - \$21,403
Location: Salelologa Power Station - Savaii	
Reports to: Foreman Mechanic / Overseer PG/ Manager Savaii Operations	
Review by: CG	Date: November 2024

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)

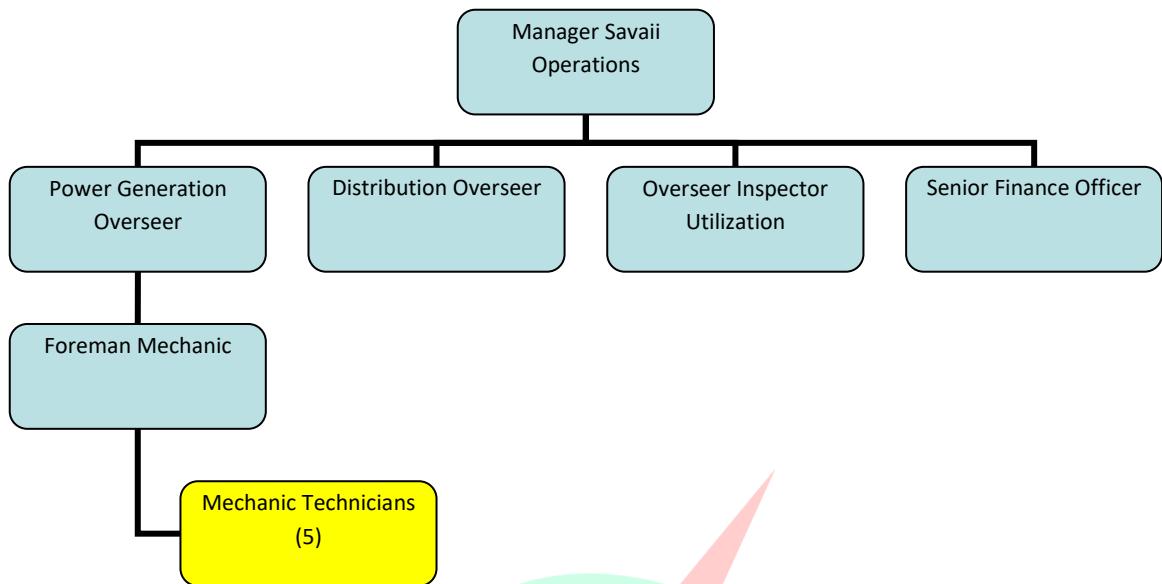
Integrity Absolute and honesty in everything we do

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

DIVISIONAL STRUCTURE OF SAVAII OPERATIONS



SUMMARY OF THIS POSITION.

The candidate in this position is responsible for:

- 1.assisting the mechanic team in repair and maintenance work of diesel generators.
- 2.Monitoring the generators at the operation.
- 3.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.Assists the Mechanic Team in repair work	1.1.assists the team in any mechanical overhaul of generators. 1.2.assists the team in testing and inspecting diesel engines at repair work. 1.3. assists the team for repair, replacements and installation of faulty apparatus and diesel generators' parts.	Repair work of power generators are completed at scheduled time without power disruption.
2.Assists the mechanical team in regular and daily monitoring of diesel generators.	2.1.be present at power generation sites when required for monitoring generators and try to detect any mechanical faults. 2.2.makes reports to supervisors and engineers of any suspected mechanical fault in order to provide immediate technical solutions. 2.3.monitors the daily operation	Power generators are monitored well and detected faults are reported to supervisors and engineers immediately.

	<p>of diesel generators in order to provide efficient outputs.</p> <p>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.</p>	
3.Any other duty required in the boss and directed by supervisors and engineers.	<p>3.1.reports writings and submissions.</p> <p>3.2.attends required trainings/team meetings.</p> <p>3.3.observe all rules and policies of the EPC while conducting work and representing the EPC.</p>	Reports are produced of every work and repair carried out.

KEY RELATIONSHIPS

INTERNAL	EXTERNAL
General Manager All Managers All Staff	General Public.

Skills and Abilities

- i. Has a positive mind-set to learn more on the job and has the technical ability to grasp what is learnt in the operation
- ii. Innovative to give / share and discuss technical solutions to the team at all time.
- iii. Physically strong and able to withstand the nature of work in the generation team.
- iv. Technical ability to read EPC system and apply at workplace.
- v. Ability to write reports with computer skills and can communicate well to workplace and general public.

Personal Attributes

- i. Has the commitment and time to work after hours when required by the generation team.
- ii. Ability to show teamwork towards workmates at work with positive attitude.

Experience and Past Work Performance

- i. Has some work related experience in mechanical work for at least 2 years.
- ii. Understands safety procedures and gives priority to all safety measures.

Qualifications

- i. A Certificate in Mechanical Engineering from a recognised institution. Certificate of Due Completion (CDC) is an advantage (APTC graduates are encouraged to apply.)



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 OPERATIONS	Location SALELOLOGA
Position Code SO-P1-PG	Title Mechanic Technician	Supervisor Position Code SO-P3-PG
	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. Has a positive mind-set to learn more on the job and has the technical ability to grasp what is learnt in the operation
- ii. Innovative to give / share and discuss technical solutions to the team at all time.
- iii. Physically strong and able to withstand the nature of work in the generation team.
- iv. Technical ability to read EPC system and apply at workplace.
- v. Ability to write reports with computer skills and can communicate well to workplace and general public.

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

i. Has the commitment and time to work after hours when required by the generation team.
 ii. Ability to show teamwork towards workmates at work with positive attitude.

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

i. Has some work related experience in mechanical work for at least 2 years.
 ii. Understands safety procedures and gives priority to all safety measures.

4. Qualifications (refer to JD for full details)

i. A Certificate in Mechanical Engineering from a recognised institution. Certificate of Due Completion (CDC) is an advantage (APTC graduates are encouraged to apply.)

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

[Mechanic Technician – Savaii]

(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>Has a positive mind-set to learn more on the job and has the technical ability to grasp what is learnt in the operation</i>	
	<i>Innovative to give / share and discuss technical solutions to the team at all time.</i>	
	<i>Physically strong and able to withstand the nature of work in the generation team.</i>	
	<i>Technical ability to read EPC system and apply at workplace.</i>	
	<i>Ability to write reports with computer skills and can communicate well to workplace and general public.</i>	
2. Personal Attributes	<i>Has the commitment and time to work after hours when required by the generation team.</i>	
	<i>Ability to show teamwork towards workmates at work with positive attitude.</i>	
3. Experience and Past Work Performance	<i>Has some work related experience in mechanical work for at least 2 years.</i>	
	<i>Understands safety procedures and gives priority to all safety measures.</i>	
4. Qualifications	<i>Academic Qualifications: A graduate of a Diploma in Electrical Engineering from a recognized institution, and a CDC is an advantage.(APTC graduates are encouraged to apply.</i>	

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: / /