

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: Overseer Fault Service**” 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, 9th March 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="Overseer Fault Services"/>
Position Code	<input type="text" value="DU-C4-FS"/>

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.

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="Overseer Fault Services"/>	Position Code:	<input type="text" value="DU-C4-FS"/>
Name:	<input type="text"/>	Date Received	<input type="text"/>
		Email/Postal Address	<input type="text"/>

ELECTRIC POWER CORPORATION



JOB DESCRIPTION

Position Title: Overseer Fault Services	Position Code: DU-C4-FS
Position Grade: E6/L6 contract 3years	Salary Grade: \$72,946 per annum
Location: EPC Vaitele – Distribution and Utilization Division	
Reports to: Chief Engineer Distribution/Utilization	
Review by: CE-DU, CG	Date: Jan 2026

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:

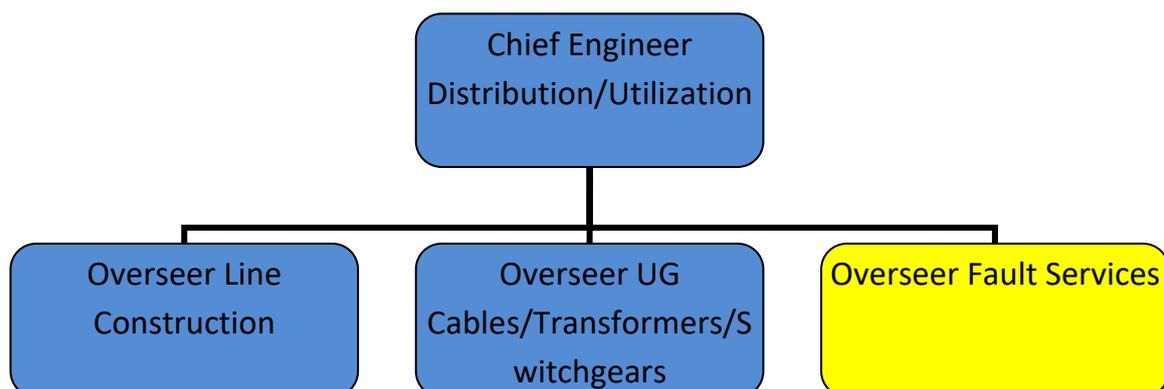
- Increased generation of electricity from renewable sources
- Increased efficiency of power generation and distribution
- More efficient use of electricity by consumers

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

ORGANISATIONAL STRUCTURE OF EPC/DIVISION



SUMMARY OF THIS POSITION.

Candidates in this position is responsible for the leading, coordination of and overseeing the actioning of faults identified via service orders with a team of electricians and support staff in providing technical solutions to electrical faults reported for all consumers, the low voltage transmission network and service lines connections as well as assess, report and recommend improvements when and as required.

DESIRED OUTPUTS

1. Oversees the coordination of the EPC Transmission and Distribution network (LV) fault finding, troubleshooting and completion.
2. Provides sound advice and recommendations to improve fault finding and in improving EPC response to consumer complaints.

MAJOR CHALLENGES

1. Operating with minimal resources (human and monetary)
2. Promoting and encouraging a culture of safety in the workplace is everyone's responsibility

DETAILED DESCRIPTION OF DUTIES

Major Responsibilities	Activities	Performance Indicators
1. Plan, leads and coordinates the Preventative, repair and maintenance plan for fault services	1.1 Coordinate the development of the Annual Work Plan (AWP) of the Fault services Team 1.2 Coordinate quarterly review of the AWP 1.3 Coordinate monthly reporting to Manager and Management 1.4 Timely production and submission of monthly reports before due-date 5 th of the month 1.5 Liaise with Finance & Commerce in preparation and review of the Annual Budget 1.6 Liaise with Corporate	Documented activities reflected are linked to the achievement of KPIs in the DU - Divisional Annual Work Plan Document made available when and as requested Timely submission of required financial statistics for budget preparations

	<p>Governance in preparation and review of the Corporate Plan</p> <p>1.7 Monitor an report staff performance in achieving key performance indicators</p> <p>1.8 Ensure continuity of decision making related to network reliability, safety and service restoration</p> <p>1.9 Escalate critical network risks, safety issues and capacity constraints to senior management when required.</p>	<p>Timely submission of required updates and relevant documents for planning purposes</p> <p>Timely review and submission of updates of quarterly progress of AWP vs. KPIs</p>
2. Carried out PPE supervisory for team	<p>2.1 Ensures the safety checklist is completed for all teams prior to each rotating shift</p> <p>2.2 Carries out pre-inspection for all FS vehicles</p> <p>2.3 Update and report on irregularities in safety of staff and compliance with SOPs</p>	<ul style="list-style-type: none"> Improved compliance with SOPs
3. Standard operating procedures	<p>3.1 Develop, review and update all SOPs in fault services operations</p> <p>3.2 Assist in the review of, update of all SOPs in the customer relations of fault services</p> <p>3.3 Initiate and suggest ideas for improvement in SOPs on resolving faults</p>	<ul style="list-style-type: none"> Improve compliance with SOPs
4. Report writing	<p>4.1 documentation of all fault reports for Division's monthly report</p> <p>4.2 update and monitor progress of planned activities in AWP</p> <p>4.3 coordinate reports for management information</p>	<ul style="list-style-type: none"> accurate and timely submission of fault reports
5. Performance monitoring/assessment and capacity building	<p>5.1 conduct periodic reviews for permanent staff in fault services and call centre team</p> <p>5.2 consult with, mentor and develop skills by doing on-the-job</p>	<ul style="list-style-type: none"> timely submission of

	<p>training where and when required for all team</p> <p>5.3 submit report and suggest improvements in team – workforce development</p>	
6. Performance Management Framework compliance	<p>6.1 Develop and submit for approval finalized individual annual work plan as required</p> <p>6.2 Submit contract bi-annual performance assessment as and when required</p>	<ul style="list-style-type: none"> • Compliance with PMF requirements
7. Acts in the capacity of the CE-DU	<p>7.1 Acting on behalf of the Manager CEDU during periods of leave or absence from work</p> <p>7.2 All other duties as and when required of the Manager</p>	<ul style="list-style-type: none"> • Sustained performance of Division

KEY RELATIONSHIPS

INTERNAL	EXTERNAL

SELECTION CRITERIA

Skills and Abilities

- i. Demonstrated ability to provide technical solutions to faults attended and repair them in given time
- ii. Excellent demonstrated experience and understanding of electrical concepts and systems and applications
- iii. Demonstrated understanding of application of safety control measures, policy and procedures during construction, repair and maintenance of fault finding,
- iv. Demonstrated excellent public relation skills improved report writing skills.
- v. Demonstrated ability, skills and abilities to lead in an evolving utility and adopting best practises in performing tasks

Personal Attributes

- i. Prioritizes safety procedures at all times
- ii. Honest, transparent and accountable
- iii. Committed and passionate for quality work

Experience and past work performance

- i. Minimum of 3-5 years' experience in the electrical field

Qualifications

- i. Bachelor's Degree and/or Diploma in Electrical Engineering,
- ii. OR a Certificate of Due Completion in Electrical with over 8-10 years' experience in electrical field
- iii. Must be a member of the IPES

Job Application Form



Form 2

Form must be completed by Applicant whether Public Servant or Non Public Servant

Section 1: Position Details

<i>Ministry</i> EPC	<i>Section</i> DISTRIBUTION/UTILIZATION	<i>Location</i> VAITELE	
<i>Position Code</i> DU-C4-FS	<i>Title</i> Overseer Fault Services	<i>Supervisor Position Code</i> DU-C2-M	
		<i>Salary Grade</i> E11/L11	<i>Salary Rate</i> \$72,946

Section 2: Personal Details

<i>First Name:</i>	<i>Last Name:</i>	<i>Other Names:</i>
<i>Gender:</i>	<i>Date of Birth:</i>	<i>NPF No:</i>
<i>Marital Status:</i>	<i>Physical Address (1):</i>	<i>Physical Address (2):</i>
<i>Post Code:</i>	<i>Phone No (1):</i>	<i>Phone No (2):</i>
<i>e-Mail:</i>	<i>Facimile:</i>	

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 Manger 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 provide technical solutions to faults attended and repair them in given time
- ii. Excellent demonstrated experience and understanding of electrical concepts and systems and applications
- iii. Demonstrated understanding of application of safety control measures, policy and procedures during construction, repair and maintenance of fault finding,
- iv. Demonstrated excellent public relation skills improved report writing skills.
- v. Demonstrated ability, skills and abilities to lead in an evolving utility and adopting best practises in performing tasks

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

- i. Prioritizes safety procedures at all times
- ii. Honest, transparent and accountable
- iii. Committed and passionate for quality work

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

- i. Minimum of 3-5 years' experience

4. Qualifications (refer to JD for full details)

- i. Bachelor's Degree and/or Diploma in Electrical Engineering,
- ii. OR a Certificate of Due Completion in Electrical with over 8-10 years' experience in electrical field
- iii. Must be a member of the IPES

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
CODE 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



HR-RSA 403(i) Ver.02

RESPONSE TO SELECTION CRITERIA FOR THE POSITION OF

[Overseer Fault Service]

(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 ability to provide technical solutions to faults attended and repair them in given time	
	ii. Excellent demonstrated experience and understanding of electrical concepts and systems and applications	
	iii. Demonstrated understanding of application of safety control measures, policy and procedures during construction, repair and maintenance of fault finding,	
	iv. Demonstrated excellent public relation skills improved report writing skills.	
	v. Demonstrated ability, skills and abilities to lead in an evolving utility and adopting best practises in performing tasks	
	vi. Demonstrated ability to provide technical solutions to faults attended and repair them in given time	
2. Personal Attributes	i. Prioritizes safety procedures at all times	
	ii. Honest, transparent and accountable	
	iii. Committed and passionate for quality work	

3. Experience and Past Work Performance	i. Minimum of 3-5 years' experience in the electrical field	
4. Qualifications	i. Bachelor's Degree and/or Diploma in Electrical Engineering, ii. OR a Certificate of Due Completion in Electrical with over 8-10 years' experience in electrical field iii. Must be a member of the IPES	

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