

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 Underground Cables and Switchgears**” 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 Underground Cables"/>
Position Code	<input type="text" value="DU-C4-UG"/>

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 Underground Cables"/>	Position Code:	<input type="text" value="DU-C4-UG"/>
Name:	<input type="text"/>	Date Received	<input type="text"/>
		Email/Postal Address	<input type="text"/>

ELECTRIC POWER CORPORATION



JOB DESCRIPTION

Position Title: Overseer Underground Cables Switchgears	Position Code: DU-C4-UG
Position Status : E6/L6 contract 3 years	Salary Grade: \$72,946 p.a.
Location: Distribution/Utilization Compound – Vaitele	
Reports to: Chief Engineer Distribution & Utilisation	
Review by: CE-DU / CG-HRM	Date: January 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 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

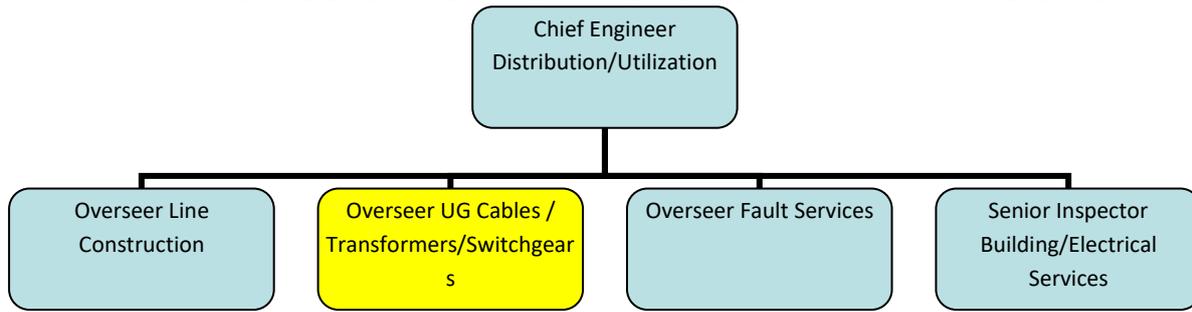
Respect for all stakeholders (customers, staff, government, community, donors and the environment)

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

DIVISIONAL STRUCTURE OF DISTRIBUTION/UTILIZATION DIVISION OF EPC



SUMMARY OF THIS POSITION.

The candidate in this position will work with EPC Electricians and line team and the private sector to:

1. carry out all work for laying of EPC underground cables.
2. connecting of the underground cables to the line system
3. attends switchings and observe all safety measures are in order and provide sound and firm supervisory role.
3. writes reports of work carried out for all underground cables with recommendations for improvements.

DESIRED OUTPUTS / 'MAJOR CHALLENGES'.

1. Underground Cables are properly layed and connected to the system.
2. Working afterhours can be challenging.

DETAILED DESCRIPTION OF DUTIES

Major Responsibilities	Activities	Performance Indicators
1. Involve with Preparation and Designing, implementing and execution of underground cables works,	1.1. draw plans and diagrams of all underground cables before work is carried out. 1.2. make and suggests alterations of plans to the Chief Engineer of the division and other EPC engineers for reasons that cause plan alterations. 1.3. ensures cables supplies are available at stock, and provides an update of supply. 1.4. coordinates and supervises work of underground cables and make sure that safety precautions are all in place.	All Diagrams, plans, and all underground cables are properly installed and working well on the system.
2. Installation and repairing of Switchgears	2.1 work with QA and CEDU of appropriate locations of LBS, ABS, RC on the System	Make sure all switchgears are operational, and reliable
3. Installation and repairing of distribution transformers	3.1 replace under utilize and overload transformers where needed	System losses reduce, and having a reliable system.

	<p>3.2 have a plan for servicing of operational transformers on the system</p> <p>3.3 repair faulty transformers in the workshop</p> <p>3.4 place re order for new transformers</p>	Enough spares in stock
4.Provides technical support to underground cables	<p>4.1. Provides technical support to the team for repair work of underground cables when required.</p> <p>4.2. Makes recommendations for improvements of system with initiatives.</p> <p>4.3 Ensure continuity of decision making related to network reliability, safety & service restoration</p>	All technical support is available and access to at all time when required.
5.Reporting Roles	<p>5.1. prepares reports of all underground work carried out for information of the Chief Engineer.</p> <p>5.2. prepares reports of any alterations to initial plans and state reasons for changes.</p>	All Reports are provided.
6. Attends and supervises EPC switching.	<p>6.1.Prepares Plans in advance for switching with the Chief engineer and the line team.</p> <p>6.2.Prepares and checks all documents for switching to make sure that correct and safety procedures are in order.</p> <p>6.3.Double checking all safety procedures for accuracy before switching is activated.</p> <p>6.4.communicates well with all of the EPC teams involved in any switching process.</p> <p>6.5 Escalate critical network risks, safety issues and capacity constraints to senior management as required</p>	<p>ALL SAFETY Measures and procedures are prioritised.</p> <p>Switching is conducted at highest level of safety measures.</p> <p>Switching completed on scheduled time.</p>
7. Acting on behalf of 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>	Sustained performance of Division

KEY RELATIONSHIPS

INTERNAL	EXTERNAL
EPC Board & Management & Staff	General Public, all other Government bodies and Private sector operations.(IPPs)

Skills and Abilities

- i. Demonstrated ability to lay and connect high voltage cables to the system.
- ii. Demonstrated ability to identify and fix faults in the system.
- iii. Demonstrated ability to identify and detect faults on all underground cables and possessing technical skills to fix them.
- iv. Demonstrated ability to read technical system drawings and interpret them.
- v. Possesses skills and understanding of safety precautions and safety measures that apply on spot at all time of work.
- vi. Possesses good communication skills and relays information well to team.

Personal Attributes

- i. Performs work diligently, transparently, and is accountable for actions.
- ii. Shows commitments and passion to work and works overtime and on call hours.
- iii. Shows leadership and teamwork spirit all time.

Experience and past Work Performance

Has 5 years of progressive practical working experience in electrical field

Qualifications

Bachelor of Electrical Engineering or Diploma from a recognised tertiary institution.

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 AND UTILIZATION	<i>Location</i> VAITELE	
<i>Position Code</i> DU-C4-UG	<i>Title</i> Overseer Underground Cables	<i>Supervisor Position Code</i> CE-C2-DU	
		<i>Salary Grade</i> E6/L6	<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

<i>Employer's Name</i>	<i>Date</i>	<i>Duration</i>
<i>Position Title</i>	<i>Number of Staff reporting to you</i>	
<i>Main Responsibilities</i>		

Next previous position

<i>Employer's Name</i>	<i>Date</i>	<i>Duration</i>
<i>Position Title</i>	<i>Number of Staff reporting to you</i>	
<i>Main Responsibilities</i>		

Next previous position

<i>Employer's Name</i>	<i>Date</i>	<i>Duration</i>
<i>Position Title</i>	<i>Number of Staff reporting to you</i>	
<i>Main Responsibilities</i>		

Next previous position

<i>Employer's Name</i>	<i>Date</i>	<i>Duration</i>
<i>Position Title</i>	<i>Number of Staff reporting to you</i>	
<i>Main Responsibilities</i>		

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 lay and connect high voltage cables to the system.
- ii. Demonstrated ability to identify and fix faults in the system.
- iii. Demonstrated ability to identify and detect faults on all underground cables and possessing technical skills to fix them.
- iv. Demonstrated ability to read technical system drawings and interpret them.
- v. Possesses skills and understanding of safety precautions and safety measures that apply on spot at all time of work.
- vi. Possesses good communication skills and relays information well to team.

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

- i. Performs work diligently, transparently, and is accountable for actions.
 ii. Shows commitments and passion to work and works overtime and on call hours.
 iii. Shows leadership and teamwork spirit all time.

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

Has 5 years of progressive practical working experience in electrical field

4. Qualifications (refer to JD for full details)

Bachelor of Electrical Engineering or Diploma from a recognised tertiary institution.

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
	Samoan	English	Other (specify)			
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.						

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 Underground Cables and Switchgear]

(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 lay and connect high voltage cables to the system.	
	ii. Demonstrated ability to identify and fix faults in the system.	
	iii. Demonstrated ability to identify and detect faults on all underground cables and possessing technical skills to fix them.	
	iv. Demonstrated ability to read technical system drawings and interpret them.	
	v. Possesses skills and understanding of safety precautions and safety measures that apply on spot at all time of work.	
	vi. Possesses good communication skills and relays information well to team.	
2. Personal Attributes	i. Performs work diligently, transparently, and is accountable for actions.	
	ii. Shows commitments and passion to work and works overtime and on call hours.	
	iii. Shows leadership and teamwork spirit all time.	
3. Experience and Past Work Performance	as 5 years of progressive practical working experience in electrical field i.	

4. Qualifications	Bachelor of Electrical Engineering or Diploma from a recognized tertiary institution.	
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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:...../...../.....