

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: Reconciliation Officer - Sogi**” 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, 09th 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="Reconciliation Officer"/>
Position Code	<input type="text" value="FC-P2-FR"/>

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="Reconciliation Officer"/>	Position Code:	<input type="text" value="FC-P2-FR"/>
Name:	<input type="text"/>	Date Received	<input type="text"/>
		Email/Postal Address	<input type="text"/>

ELECTRIC POWER CORPORATION

JOB DESCRIPTION

Position Title: Reconciliation Officer	Position Code: FC-P2-FR
Position Grade: A8/L8 Permanent	Salary Grade: \$34,988 – \$41,669
Location: Level 5, Tui Atua Tupua Tamasese Efi Building, SOGI	
Reports to: Supervisor Financial Reporting / CFO	
Review by: CG-HRM / CFO / MFC	Date: January 2026

VISION

To be a sustainable electricity provider in the Region

MISSION

To provide and maintain quality electricity and customer service through innovative, sustainable and climate resilient infrastructure network, in partnership with customers and stakeholders to support the development of Samoa

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:

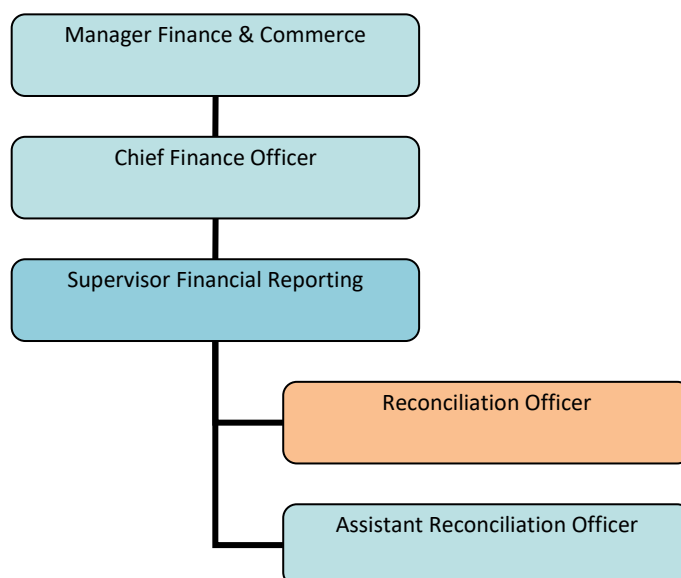
- Increased generation of electricity from renewable sources
- Increased efficiency of power generation and distribution and
- More efficient use of electricity by consumers

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

- i) **Passion** for excellent customer service
- 2) **Respect** for all stakeholders (customers, staff, government, community, donors and the environment
- 3) **Integrity**- Absolute and honesty in everything we do
- 4) **Innovation** - Always looking for better and cheaper ways of doing things
- 5) **Delivery** - Do everything with enthusiasm and determination. Meet the highest standards in everything we do
- 6) **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 FINANCE & COMMERCE



SUMMARY OF THIS POSITION

The candidate in this position is responsible for the reconciliation of EPC's accounts via bill payments, third party vendors and suppliers. The candidate is also responsible for ensuring daily reporting of cash flow status/activities, maintain continuous working business relationships, the administration of the petty cash component for all its offices and maintains good dialogue with the financial banks for best return on Corporation's term deposits.

DESIRED OUTPUTS / 'MAJOR CHALLENGES'

Main challenge would be:

- a. Meeting deadlines of work for reports

DETAILED DESCRIPTION OF DUTIES

Responsibilities/ Expectations	Activities	Performance Indicators
Reconciliation of Accounts	<p>1.1. Daily reconciliation of bank statement with online payments (billing et al)</p> <p>1.2. Liaise with banks for queries relating to unusual debit and direct-credited items in statements</p> <p>1.3. Process dishonour cheques to recover EPC funds – contact account holder and submit recommendation for irregularity</p> <p>1.4. Prepare and provide the</p>	<p>Accounts are up to date and well reconciled.</p> <p>Subsidiaries accounts are correct and in agreement with the Control General Ledger account</p> <p>Updated Monthly Reconciliation</p> <p>Recovery of EPC fund and completion of receipt transactions</p>

	daily cash-flow to the Management for decision making	Matching of EPC records against the bank statement Provide the daily cash position of the corporation
	1.5. Monthly Reconciliation of End of Contract and Long Services leave	All accrued and paid end of contract and long service leave correctly accounted for in monthly reports
	1.6. Monthly reconciliation of Communication cost	All communication costs accrued, paid on time and accurately reflected for in reports
	1.7. Monthly reconciliation of all leases and utility Costs	All leases and utility costs accrued, paid on time and correctly reflected in reports
2. Petty Cash administration	2.1. daily reconciliation of petty cash requests 2.2. prepared the reimbursement of petty cash	To allow for the reimbursement or purchase of minor payment (less than \$50) unanticipated corporation expenses, where the use of alternative means is neither feasible nor cost effective.
3. Any other duty from time to time	3.1. Any other duty assigned by the supervisor or top authority from time to time	

SCOPE:

	\$ Direct	\$ Indirect
Staff 1		
Budget Allocation		

KEY RELATIONSHIPS

INTERNAL	EXTERNAL
MFC All Managers All Staff	Commercial Banks Third party vendors for online payments Suppliers

Skills and Abilities

- Demonstrated ability, to sound financial management practices in commercial enterprises
- Demonstrated ability in upholding work ethics with accountability and transparency practices
- Demonstrated ability and understanding in the practice of completing allocated tasks on given timeframe

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- iv. Demonstrated ability in the use of appropriate ICT tools available in analysis and assessment of errors and report accordingly
 - v. High level of attention to detail

Personal Attributes

- i. Possesses adaptable and good interpersonal skills
- ii. Has good time management
- iii. Excellent written and verbal communication skills

Experience and Past Work Performance

3 years working experience in a commercially based financial service/public body

Qualifications

Bachelor's Degree in Accounting, Audit or Business



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 FINANCE AND COMMERCE	Location SOGI
Position Code FC-P2-FR	Title Reconciliation Officer	Supervisor Position Code FC-C4-FR
	Salary Grade A8/L8	Salary Rate \$34,988-\$41,669

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 ability, to sound financial management practices in commercial enterprises ii. Demonstrated ability in upholding work ethics with accountability and transparency practices iii. Demonstrated ability and understanding in the practice of completing allocated tasks on given timeframe iv. Demonstrated ability in the use of appropriate ICT tools available in analysis and assessment of errors and report accordingly v. High level of attention to detail
2. Personal Attributes (refer to JD for full details)

- i. Possesses adaptable and good interpersonal skills
- ii. Has good time management
- iii. Excellent written and verbal communication skills

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

3 years working experience in a commercially based financial service/public body

4. Qualifications (refer to JD for full details)

Bachelor's Degree in Accounting, Audit or Business

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 material 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

[Reconciliation Officer]

(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	Demonstrated ability, to sound financial management practices in commercial enterprises	
	Demonstrated ability in upholding work ethics with accountability and transparency practices	
	Demonstrated ability and understanding in the practice of completing allocated tasks on given timeframe	
	Demonstrated ability in the use of appropriate ICT tools available in analysis and assessment of errors and report accordingly	
2. Personal Attributes	Possesses adaptable and good interpersonal skills	
	Has good time management	
	Excellent written and verbal communication skills	
3. Experience and Past Work Performance	3 years working experience in a commercially based financial service/public body	

4. Qualifications	Bachelor's Degree in Accounting, Audit or Business	
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