

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: Senior HR Analyst**” 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="HR Analyst"/>
Position Code	<input type="text" value="CG-P-HR"/>

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="HR Analyst"/>	Position Code:	<input type="text" value="CG-P-HR"/>
Name:	<input type="text"/>	Date Received	<input type="text"/>
		Email/Postal Address	<input type="text"/>

ELECTRIC POWER CORPORATION

JOB DESCRIPTION

Position Title: Senior Human Resource Analyst	Position Code: CG-P-HR
Position Grade: A9-A10	Salary Grade: \$43,327 – 50,230 pa max
Location: Level 1, TATTE Building	
Reports to: Supervisor HRM & Manager Corporate Governance	
Review by: Corporate Governance/HRM	Date: February 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:

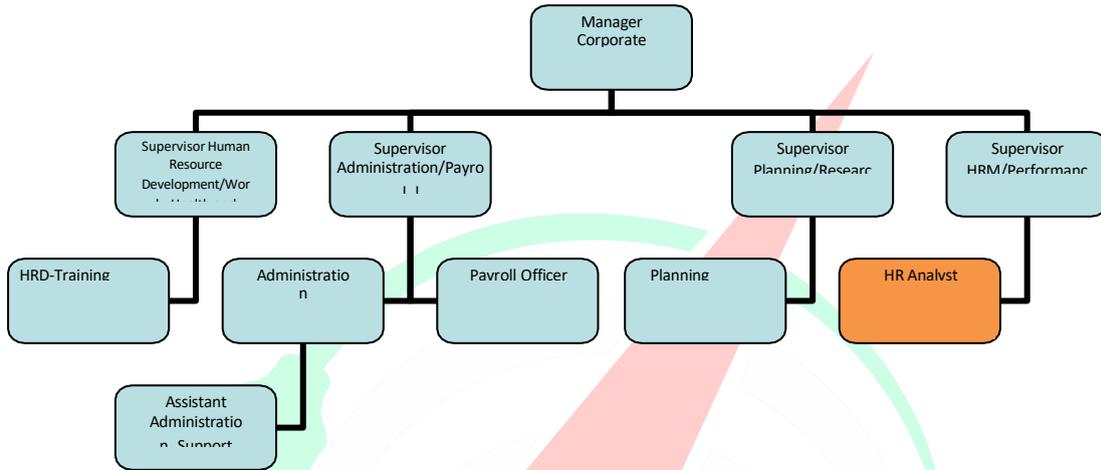
- Increased generation of electricity from renewable sources
- Increased efficiency of power generation and distribution and
- More efficient use of electricity by consumers

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
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 CORPORATE GOVERNANCE



SUMMARY OF THIS POSITION.

The candidate in this position will work with the Supervisor HRM to drive the Human Resources component of the Corporate Governance to implement best HR Practices. Key responsibilities of the post are to establish and maintenance of a workforce database as well as conducting internal HR surveys. Analysing the data and identifying trends, patterns or critical issues is imperative to either review or develop new HR policy or improvement in HR process and procedures. The candidate will also assist the Supervisor HRM in implementing staff performance appraisal.

OUTPUTS / 'MAJOR CHALLENGES'

1. Compile HR data and analysis report
2. Investigate breach of the code of conduct
3. Assist in review of existing HR policies.
4. Assist in drafting new HR policies
5. Assist with Recruitment & Selection Process.
6. Coordinate Staff Performance Appraisal for permanent staff

The position requires someone with commitment to HR work, good and clear understanding of HR work and practices. The position works under pressure to meet targets and within given timeframe.

DETAILED DESCRIPTION OF DUTIES

Responsibilities/ Expectations	Activities	Performance Indicators
1. HR policy advise, implementation and monitoring	<ul style="list-style-type: none"> • Provides day-to-day advice, interpretation, and support to staff regarding the application of 	Immediate advice is given upon enquiry based on policy. <ul style="list-style-type: none"> • Report completed. • Complete review of HR policy and draft new

	<p>human resources policies, guidelines, procedures, and best practices.</p> <ul style="list-style-type: none"> • Assess and evaluate staff issues and prepare advice to senior leadership • Assist in reviewing existing HR policies • Assist in drafting new policies when required • Follow up HR Policies and practices in all divisions to make sure they are properly implemented • Identify HR issues and provide solutions • Monitoring of HR policies 	<p>policy</p> <ul style="list-style-type: none"> • M&E of HR issues identified and addressed
2. implementation of the RSA process	<ul style="list-style-type: none"> • Upload job details and information in the RSA computer process and print Forms. • Prepare all positions application packages before advertisement • Provide administrative support for RSA process including interview and selection. 	<ul style="list-style-type: none"> • Documentation of the RSA process is complete. • RSA process compliance and within timeframes
3. Assist with implementation of Staff Performance Appraisals	<ul style="list-style-type: none"> • Issue/send performance appraisal Forms to Divisional Managers and provide assistance when requested. • Follow up to collect performance appraisal reports • Assist with monitoring full compliance with the Performance Management policy 	<ul style="list-style-type: none"> • All staff performance appraisals are completed on due time
4. Implementation of the EPC code of conduct and disciplinary policies	<ul style="list-style-type: none"> • Conduct investigation of staff being suspected of misconduct behaviour 	<ul style="list-style-type: none"> • Investigation process carried out as per policy

	<ul style="list-style-type: none"> • Prepare and submit investigation report with recommendations • Exercise tact and diplomacy in dealing with sensitive, complex and confidential personnel issues and employee situations 	<p>and within timeframe</p> <ul style="list-style-type: none"> • Recommendation Investigation report approved.
Establish and maintain a workforce database	<ul style="list-style-type: none"> • Establish database • Maintain data integrity and quality • Interpret and analyze data to identify trends and patterns • Prepare report with recommendations to improve workforce decision making 	<ul style="list-style-type: none"> • Workforce database in place and updated • Workforce Analysis Report prepared and submitted.
5. Prepare HR internal surveys and present findings	<ul style="list-style-type: none"> • Conduct internal HR surveys • Collect and compile data from a variety of sources • Interpret and analyze data • Based on the analysis, recommend areas for improvement to address staff issues • Prepare HR report and present findings clearly and logically to senior leadership 	<ul style="list-style-type: none"> • Two HR internal surveys completed annually • Report accepted and improvement is implemented
6. Prepare HR report	<ul style="list-style-type: none"> • Prepare HR report for the Division monthly report. • Prepare HR report when required from time to time. 	<ul style="list-style-type: none"> • Timely submission of HR report.

7. Other duties	<ul style="list-style-type: none"> • Provide general administration support to TL as required including filing, telephone answering, preparation of reports and spreadsheets, scanning, photocopying and emails. • Perform duties of the Team Leader HRM in an acting capacity in her absence • Represent EPC in HR workshops, forums or meetings. • Other duties as directed that is within your capability 	<ul style="list-style-type: none"> • Performance of higher duties satisfactory • EPC is represented • Performance of other duties is satisfactory
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SCOPE:

	Direct	Indirect
Staff		
Budget Allocation		

KEY RELATIONSHIPS

INTERNAL	EXTERNAL
EPC Management and Staff	EPC stakeholders

Skills and Abilities

1. Demonstrate sound knowledge and understanding of best practise in human resource management
2. Demonstrate excellent research, analytical and critical thinking skills
3. Strong computer skills, to include database management, word processing, creating spreadsheets, e-mail, and the internet.
4. Demonstrate proven ability to manage a range of tasks, prioritize work, responsibilities and meet deadlines
5. Excellent verbal and written communication and relationship management, able to work independently as well as function effectively as a member of a team.
6. Good knowledge and understanding of employment law and human resource policies.

Personal Attributes

1. Data driven mind-set
2. Attention to detail
3. Inquisitive and problem solver
4. Models and upholds the values of the organisation
5. Acts with integrity and ethical standards

Experience & Past Work Performance

1. At least 4 year experience in human resource management in the public or private sector.
2. Relevant experience in:
 - Policy analysis, review and development
 - Research and analysis
 - Planning and organising
 - Proposal and report writing

Qualification

1. Minimum a Bachelor degree in human resources or business administration or relevant field required.
2. *Member of the Samoa Human Resource Association will be an advantage*

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> CORPORATE GOVERNANCE	<i>Location</i> SOGI	
<i>Position Code</i> CG-P-HR	<i>Title</i> HR Analyst	<i>Supervisor Position Code</i> CG-C4-HR	
		<i>Salary Grade</i> A9/A10	<i>Salary Rate</i> \$43,327- \$50,230

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)

1. Demonstrate sound knowledge and understanding of best practise in human resource management
2. Demonstrate excellent research, analytical and critical thinking skills
3. Strong computer skills, to include database management, word processing, creating spreadsheets, e-mail, and the internet.
4. Demonstrate proven ability to manage a range of tasks, prioritize work, responsibilities and meet deadlines
5. Excellent verbal and written communication and relationship management, able to work independently as well as function effectively as a member of a team.
6. Good knowledge and understanding of employment law and human resource policies.

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

1. Data driven mind-set
2. Attention to detail
3. Inquisitive and problem solver
4. Models and upholds the values of the organisation
5. Acts with integrity and ethical standards

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

1. At least 4 year experience in human resource management in the public or private sector.
2. Relevant experience in:
 - Policy analysis, review and development
 - Research and analysis
 - Planning and organising
 - Proposal and report writing

4. Qualifications (refer to JD for full details)

1. Minimum a Bachelor degree in human resources or business administration or relevant field required.
2. Member of the Samoa Human Resource Association will be an advantage

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

<i>Main Applications</i>		<i>Other Systems</i>	
<i>Word processing (Word)</i>		<i>Database Management (Access)</i>	
<i>Spreadsheets (Excel)</i>		<i>Other (specify)</i>	
<i>Presentation PowerPoint</i>		<i>Other (specify)</i>	
<i>E-mail</i>		<i>Other (specify)</i>	

Section 8: Knowledge of Languages

<i>For languages other than your mother tongue, enter appropriate number from code below to indicate level of your language skills</i>	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.	<i>Samoan</i>			
	<i>English</i>			
	<i>Other (specify)</i>			

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

[Human Resource Analyst]

(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>i. Demonstrate sound knowledge and understanding of best practice in human resource management</i>
	<i>ii. Demonstrate excellent research, analytical and critical thinking skills</i>
	<i>iii. Strong computer skills, to include database management, word processing, creating spreadsheets, e-mail, and the internet</i>
	<i>iv. Demonstrate proven ability to manage a range of tasks, prioritize work, responsibilities and meet deadlines</i>
	<i>v. Excellent verbal and written communication and relationship management, able to work independently as well as function effectively as a member of a team.</i>
	<i>vi. Good knowledge and understanding of employment law and human resource policies</i>
2. Personal Attributes	<i>i. Data driven mind-set</i>
	<i>ii. Attention to detail</i>
	<i>iii. Inquisitive and problem solver</i>
	<i>iv. Models and upholds the values of the organization</i>
	<i>v. Acts with integrity and ethical standards</i>
3. Experience and Past Work Performance	i. At least 4 years' experience in human resource management in the public or private sector
	ii. Relevant experience in: <ul style="list-style-type: none"> - Policy analysis, review and development - Research and analysis - Planning and organizing

	<i>- Proposal and report writing</i>	
4. Qualifications	<i>i. Minimum a Bachelor degree in Human Resource or business administration or relevant field required</i> <i>ii. Member of the Samoa Human Resource Association will be an advantage</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:/...../.....