

# ELECTRIC POWER CORPORATION



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*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: System Analyst - ICT**” and addressed to:

The General Manager  
Electric Power Corporation  
Main Office,  
5<sup>th</sup> 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](mailto:matamuf@epc.ws), [tinais@epc.ws](mailto:tinais@epc.ws) before or on **Monday, 9<sup>th</sup> 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="System Analyst Officer"/>
Position Code	<input type="text" value="ICT-P-SA"/>

### 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.

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### 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="System Analyst Officer"/>	Position Code:	<input type="text" value="ICT-P-SA"/>
Name:	<input type="text"/>	Date Received	<input type="text"/>
		Email/Postal Address	<input type="text"/>

# ELECTRIC POWER CORPORATION



## JOB DESCRIPTION

<b>Position Title:</b>	ICT System Analyst Officer	<b>Position Code:</b> ICT-P-SA
<b>Position Status:</b> Permanent: A9/L9	Salary Range: \$43,327 - \$50,230	
<b>Location:</b> 5 <sup>th</sup> Level, TATTE Building, SOGI		
<b>Reports to:</b> Senior System Analyst / Manager ICT	<b>Date:</b> Sept 2025	

### 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)

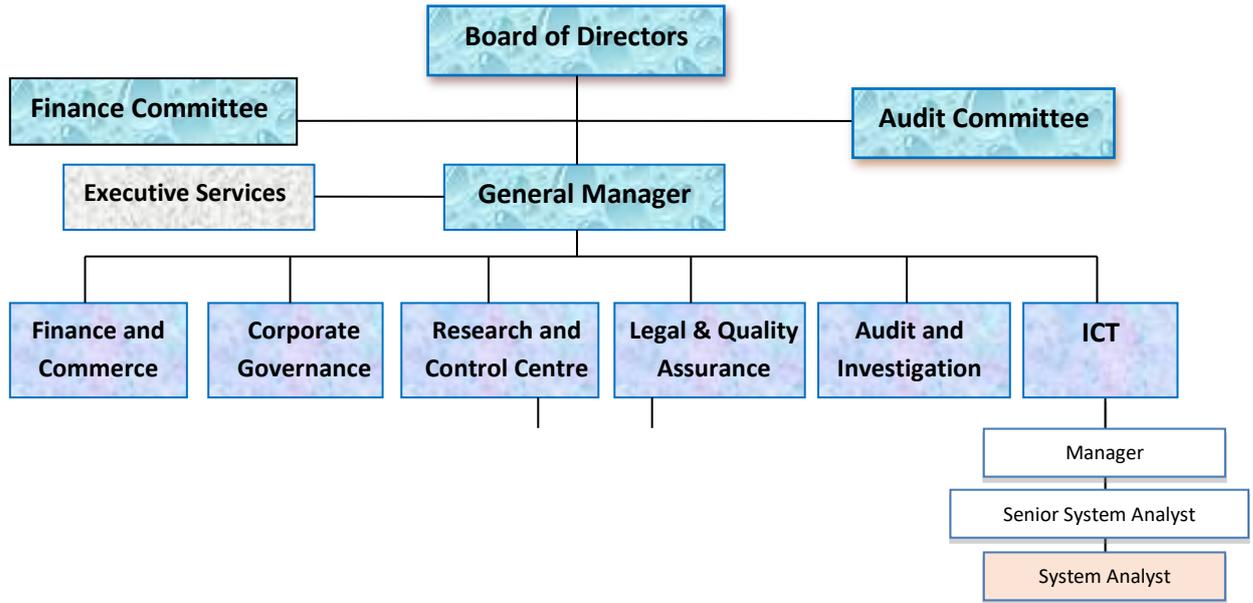
**Integrity:** absolute and honesty in everything we do

**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

## ORGANISATIONAL STRUCTURE OF EPC



### SUMMARY OF THIS POSITION

The ICT System Analyst Officer assists the Senior System Analyst to ensure EPC systems are functioning as expected and providing the information and mechanisms required by staff. The position is also responsible for the EPC Systems Disaster Recovery Policy and Plan to ensure information is retained. The candidate works closely with the System Analyst under the direction of the ICT Manager to make sure that the EPC system operates smoothly with minimal disruption. The position carries some supervisory roles and requires an experience and matured ICT personnel.

### DESIRED OUTPUTS / 'MAJOR CHALLENGES'

The following are the key outputs of this position:

- Manage & implement necessary daily Systems maintenance works & backup;
- Plan, implement and monitor proactive maintenance activities required to ensure ongoing Systems operations are met at all levels;
- Provide the high standard support to both EPC staff & stakeholders;
- Provide on-call & after hours support to EPC cash power outlets;

### DETAILED DESCRIPTION OF DUTIES

Responsibilities/ Expectations	Activities	Performance Indicators
1. Assists the SSA and the ICT Team to plan the activities of the section ensuring it is reflected in the EPC Corporate Plan	1.1. In collaboration with the Manager & SSA, develops activities to be undertaken by the section, and such activities are reflected in the EPC Corporate Plan  1.2. Assists the SSA in setting targets and activities for the Systems Team.	1.1. The ICT Section Annual Work Plan approved by the Manager and implemented accordingly.
2. Implement the activities and work of the divisional annual plan, along with Supervisory Roles.	2.1. Business problem solver and engineering new processes.	2.1. New processes manuals for ICT are produced and updated.

	<p>2.2. Performs daily backup of the main billing system (i.e. Milsoft) and prepaid electricity (i.e. / )</p> <p>2.3. Assists the SSA in the establishment of the system team goals, objectives, and operational priorities in the team's workplan.</p> <p>2.4. Assists in monitoring of Milsoft &amp; iPay Systems.</p> <p>2.5. Provides support to EPC staff and stakeholders during working hours and after hours on both Milsoft &amp; iPay.</p> <p>2.6. Assists the team in upgrade work for core systems with ongoing operations and maintenance requirements to ensure systems consistently available.</p> <p>2.7. Systems analysis and Design to meet needs of the organisation</p> <p>2.8. Implement new office support Systems.</p> <p>2.9. Re-engineer processes to increase efficiency of current processes</p> <p>2.10. Communicate with system vendors overseas to implement new changes (<i>programming related</i>).</p> <p>2.11. Assist to train staff on using the system and to introduce new processes if needed, and supports the roll out of new applications, including testing and evaluation of new technology introduced.</p> <p>2.12. Document/write SOPs for new processes, and the EPC ICT Disaster Management &amp; Recovery Plan.</p> <p>2.13. Customize and create reports</p> <p>2.14. Assist SSA in planning particularly in backups – Involve in putting together the EPC Disaster Recovery Plan and implements</p> <p>2.15. Research and communicate with system vendors overseas on alternative system.</p> <p>2.16. Supervises staff when senior is not around – delegates jobs to staff</p> <p>2.17. Driving duties from time to time both Manual &amp; Automatic Transmission Cars.</p> <p>2.18. Any other tasks required by the ICT Team.</p>	<p>2.2. All systems are in operation with good backups.</p> <p>2.3. The ICT Team work plan and divisional objectives and priorities are established.</p> <p>2.4. &amp; 2.5. Milsoft and all systems are fully operational.</p> <p>2.6. Upgrade and support work of core systems are in place all time.</p> <p>2.7. &amp; 2.8. &amp; 2.9. Design and Analysis of systems are engineered and available and upgraded to meet EPC needs.</p> <p>2.10 &amp; 2.11. EPC Vendors systems are functioned well for EPC transactions. Staff are trained before rolling out new applications.</p> <p>2.12. Review and giving advice of the EPC ICT Disaster Management &amp; Recovery Plan.</p> <p>2.14 &amp; 2.15. EPC Systems working well and maintained.</p> <p>2.16. Staff in the ICT team are working together, and supported.</p>
<p>3. Performs diagnostic process of faults.</p>	<p>3.1. Troubleshooting system and network problems and diagnosing and solving hardware and software faults</p>	<p>3.1 Faults are quickly diagnosed and fixed on time for users.</p>
<p>4. Assists in Reporting against the planned activities</p>	<p>4.1. Provide reports against the planned activities of the division.</p>	<p>4.1. Assist SSA in compiling monthly and annual reports against the divisional plan.</p>

		4.2. All other reports ICT produced are timely produced.
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**KEY RELATIONSHIPS**

<b>INTERNAL</b>	<b>EXTERNAL</b>
General Manager All Managers All Staff	Business vendors and General Public

**QUALIFICATION & NECESSARY SKILLS FOR THE POSITION:**

**Skills and Abilities.**

- i. Demonstrated knowledge and skills in programming language (e.g.: Structure Query Language), Management of Information Systems and Databases & System Analysis;
- ii. Fair knowledge of Microsoft Products and Technologies - Windows Server, Active Directory, Windows Workstation, Proxy, etc.;
- iii. Fair knowledge of Virtual Network & Systems Environment (i.e. VMware);
- iv. Fair knowledge of IBM Systems (i.e. AS400 & iSeries);
- v. Fair knowledge of Open-Source Systems (i.e. Linux, Red Hat, Ubuntu, OpenSUSE, etc.);
- vi. A sound knowledge and understanding of ICT policies & legislation;
- vii. Strong planning ability and an effective team player who is able to evaluate work performance & excellent organizational skills to manage diverse range of tasks, meet timelines and work under own initiative;
- viii. Ability to make informed, logic-based decisions relating to the establishment of information technology system priorities within the Corporation and the allocation of required resources.
- ix. Very well developed written and verbal communication skills in both Samoan and English;
- x. Good technical and functional knowledge of automated processes, main automated database and networking systems, and ability to communicate easily with both technical and non-technical staff;

**Personal Attributes.**

- i. Commitment to work with Personal Drive
- ii. Displays Intellect and Good Judgement
- iii. Displays Integrity and Values.

**Working Experience.**

- i. Minimum of four (4) years of progressive IT experience within a medium to large public or private firm, Government Corporation & Organization.

**Qualifications.**

A minimum of a Bachelor’s Degree in Computer Science with Major in Information Technology, Management Information Systems or a related field;

# 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> ICT	<i>Location</i> SOGI	
<i>Position Code</i> ICT-P-SA	<i>Title</i> System Analyst Officer	<i>Supervisor Position Code</i>	
		<i>Salary Grade</i> A9/L9	<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)

- i. Demonstrated knowledge and skills in programming language (e.g.: Structure Query Language), Management of Information Systems and Databases & System Analysis;
- ii. Fair knowledge of Microsoft Products and Technologies - Windows Server, Active Directory, Windows Workstation, Proxy, etc.;
- iii. Fair knowledge of Virtual Network & Systems Environment (i.e. Vmware);
- iv. Fair knowledge of IBM Systems (i.e. AS400 & iSeries);
- v. Fair knowledge of Open-Source Systems (i.e. Linux, Red Hat, Ubuntu, OpenSUSE, etc.);
- vi. A sound knowledge and understanding of ICT policies & legislation;
- vii. Strong planning ability and an effective team player who is able to evaluate work performance & excellent organizational skills to manage diverse range of tasks, meet timelines and work under own initiative;
- viii. Ability to make informed, logic-based decisions relating to the establishment of information technology system priorities within the Corporation and the allocation of required resources.

ix. Very well developed written and verbal communication skills in both Samoan and English;  
 x. Good technical and functional knowledge of automated processes, main automated database and networking systems, and ability to communicate easily with both technical and non-technical staff;

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

- i. Commitment to work with Personal Drive
- ii. Displays Intellect and Good Judgement
- iii. Displays Integrity and Values.

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

i. Minimum of four (4) years of progressive IT experience within a medium to large public or private firm, Government Corporation & Organization.

### 4. Qualifications (refer to JD for full details)

A minimum of a Bachelor's Degree in Computer Science with Major in Information Technology, Management Information Systems or a related field;

## 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)			
<b>CODE</b> 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

[System Analyst Officer]

*(to be completed by the Applicant and attach to the application form/letter)*

Selection Criteria		State how you meet each selection criterion
<b>1. Skills and Abilities</b>	i. Demonstrated knowledge and skills in programming language (e.g.: Structure Query Language), Management of Information Systems and Databases & System Analysis;	
	ii. Fair knowledge of Microsoft Products and Technologies - Windows Server, Active Directory, Windows Workstation, Proxy, etc.;	
	iii. Fair knowledge of Virtual Network & Systems Environment (i.e. VMware);	
	iv. Fair knowledge of IBM Systems (i.e. AS400 & iSeries);	
	v. Fair knowledge of Open-Source Systems (i.e. Linux, Red Hat, Ubuntu, OpenSUSE, etc.);	
	vi. A sound knowledge and understanding of ICT policies & legislation;	
	vii. Strong planning ability and an effective team player who is able to evaluate work performance & excellent organizational skills to manage diverse range of tasks, meet timelines and work under own initiative;	
	viii. Ability to make informed, logic-based decisions relating to the establishment of information technology system priorities within the Corporation and the allocation of required resources.	

	ix. Very well developed written and verbal communication skills in both Samoan and English;	
	x. Good technical and functional knowledge of automated processes, main automated database and networking systems, and ability to communicate easily with both technical and non-technical staff;	
<b>2. Personal Attributes</b>	i. Commitment to work with Personal Drive	
	ii. Displays Intellect and Good Judgement	
	iii. Displays Integrity and Values.	
<b>3. Experience and Past Work Performance</b>	i. Minimum of four (4) years of progressive IT experience within a medium to large public or private firm, Government Corporation & Organization.	
<b>4. Qualifications</b>	A minimum of a Bachelor's Degree in Computer Science with Major in Information Technology, Management Information Systems or a related field;	

**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:...../...../.....