ELECTRIC POWER CORPORATION

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: Network Technician - ICT"** and addressed to:

<div align="center">

The General Manager
Electric Power Corporation
Main Office,
5th Floor, TATTE Building, Sogi

</div>

Applications are to be delivered to the HRM Section of the Corporate Governance Division, EPC Main Office or via email to <u>matamuf@epc.ws, tinais@epc.ws</u> 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   EPC

Position Title   Network Technician

Position Code   ICT-P-NT

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   ☐ Other   ☐ Employed in   ☐ Employed in
  (Same Ministry)   Public Service/Government   SOE/Public Bodies   Private Sector
                       Ministries/Office

☐ 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 Wesite (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.

- -

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: Network Technician   **Position Code:**   ICT-P-NT

Name: [   ]   **Date Received**   [   ]

                                                   Email/Postal Address   [   ]

ELECTRIC POWER CORPORATION

JOB DESCRIPTION

Position Title:	Network Technician Officer		Position Code: ICT-P-NT
Position Status: Permanent A9/L9			Salary Range: $43,327
Location: EPC Head Office – TATTE Building Sogi, Level 5			
Reports to: Senior Network Administrator (SNA / NEA) & Network Engineer / Administrator (NEA)		Date: 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
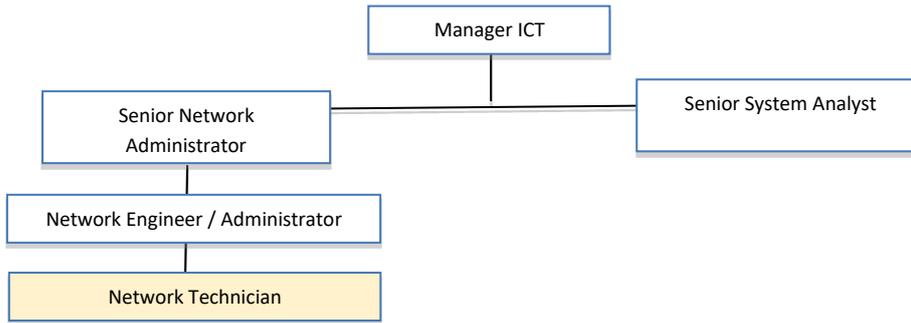**Integrity:** absolute and honesty in everything we do
Innovation: always looking for better and cheaper ways of doing things
Delivery: do everything with enthusiasm and determination. Meet the highest standards in everything we do
Empowerment: encourage all staff to take responsibility for what they do and encourage them to make decisions that are in the best interest of EPC

ORGANISATIONAL STRUCTURE OF EPC

```
                    ┌──────────────┐
                    │  Manager ICT │
                    └──────┬───────┘
        ┌──────────────────┴──────────────────┐
┌───────────────┐                    ┌──────────────────────┐
│ Senior Network│                    │ Senior System Analyst│
│ Administrator │                    └──────────────────────┘
└───────┬───────┘
┌────────────────────────────┐
│ Network Engineer / Administrator │
└───────────────┬────────────┘
        ┌──────────────────┐
        │ Network Technician │
        └──────────────────┘
```

SUMMARY OF THIS POSITION

The Network Technician assists the Senior Network Administrator 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 neceSNA / NEAry 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 SNA / NEA and the Network Team to plan the activities.	1.1.In collaboration with the Manager & SNA / NEA, develops activities to be undertaken by the section, and such activities are reflected in the EPC Corporate Plan 1.2.Assists the SNA / NEA 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 works as assigned in the AWP	2.1. Business problem solver and engineering new processes. 2.2. Performs daily backup of Database, Drives, and other Network Services 2.3. Assists the SNA in the establishment of the system team	2.1. New network processes manuals for ICT is produced. 2.2. Network in operation with good backups.

	goals, objectives, and operational priorities in the team's workplan. 2.4. Provides support to EPC staff and stakeholders during working hours and after hours on Network & Connection 2.5. Assists the team in upgrade work for core systems with ongoing operations and maintenance requirements to ensure systems consistently available. 2.6. Implement new office support Network. 2.7. Communicate with network vendors overseas to implement new changes (programming related). 2.8. Assist to document/write SOPs for new processes, and the EPC ICT Disaster Management & Recovery Plan. 2.9. Customize and create reports for network team 2.10. Asist SNA in planning particularly in backups – Involve in putting together the EPC Disaster Recovery Plan and implements 2.11. Supervises staff when senior is not around – delegates jobs to staff 2.12. Driving duties from time to time both Manual & Automatic Transmission Cars. 2.13. Any other tasks required by the ICT Manager.	2.3. & 2.4 Provide daily support to staff, stakeholders and such. 2.5. Upgrade and support work of core network 2.6 &2.7.EPC Vendors systems are functioned well for EPC transactions. Staff are trained before rolling out new applications. 2.8. Contribute in review of the ICT Disaster Management & Recovery Plan. 2.9 & 2.10. EPC WAN working well and maintained. 2.12. Staff are well supported. 2.12. Assist SNA / NEA in compiling monthly and annual reports against the divisional plan. 2.13. All other reports ICT produced are timely produced.
3. Provide ICT support and performs diagnostic process of faults, computers and network.	3.1.Troubleshooting system problems and diagnosing and solving databse issues and software faults	3.1 Faults are quickly diagnosed and fixed on time for users.
4. Assists in Reporting against the planned activities	4.1.Provide reports against the planned activities of the division.	4.1. Assist SNA / NEA in compiling monthly and annual reports against the divisional plan. 4.2. All other reports ICT produced are timely produced.

KEY RELATIONSHIPS

INTERNAL	EXTERNAL
General Manager All Managers All Staff	Business vendors and General Public

SELECTION CRITERIA

1. **Skills & Abilities**

- Good knowledge of Microsoft Products and Technologies – Windows Server, Active Directory, Windows Workstation, etc.
- Good knowledge of basic network protocols and functions.
- Ability to effectively manage and coordinate user-oriented computing activities for an organization.
- A sound knowledge and understanding of ICT policies & legislation;
- 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;
- 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.
- Very well developed written and verbal communication skills in both Samoan and English;
- 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**

- Good organizational skills to manage a diverse range of tasks, meet timelines, and work under own initiative.
- High regard to integrity and Models EPC values (respect, honesty, service. Etc)
- Ability to communicate easily with both technical and non-technical staff;
- Excellent Team Player
- Passion for ICT work in a dynamic working environment;

3. **Experience and Past Work Performance**

- At least three (3) years ICT industry experience in a similar role.
- Experience and understanding of telecommunications.
- Demonstrated skills in computer administration and hardware maintenance.
- Knowledge and understanding of the Corporation's vision, structure, and people management policies and practices.

4. **Qualifications**

- A minimum a Degree in ICT, Computer Science or related field from recognised University.

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* ICT	*Location* TATTE BUILDING, SOGI	
Position Code ICT-P-NT	*Title* Network Technician	*Supervisor Position Code*	
		Salary Grade A9/L9	*Salary Rate* $43,327

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 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 reponsibility 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)

• Good knowledge of Microsoft Products and Technologies – Windows Server, Active Directory, Windows Workstation, etc.
• Good knowledge of basic network protocols and functions.
• Ability to effectively manage and coordinate user-oriented computing activities for an organization.
• A sound knowledge and understanding of ICT policies & legislation;
• 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;
• 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.
• Very well developed written and verbal communication skills in both Samoan and English;
• 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)
- Good organizational skills to manage a diverse range of tasks, meet timelines, and work under own initiative. - High regard to integrity and Models EPC values (respect, honesty, service. Etc) - Ability to communicate easily with both technical and non-technical staff; - Excellent Team Player - Passion for ICT work in a dynamic working environment;
3. Experience and Past Work Performance (refer to JD for full details)
- At least three (3) years ICT industry experience in a similar role. - Experience and understanding of telecommunications. - Demonstrated skills in computer administration and hardware maintenance. - Knowledge and understanding of the Corporation's vision, structure, and people management policies and practices.
4. Qualifications (refer to JD for full details)
- A minimum a Degree in ICT, Computer Science or related field from recognised University.

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.

Section10: 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 inidvidual(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

ELECTRIC POWER CORPORATION

RESPONSE TO SELECTION CRITERIA FOR THE POSITION OF
[Network Technician 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	i. Good knowledge of Microsoft Products and Technologies – Windows Server, Active Directory, Windows Workstation, etc.	
	ii. Good knowledge of basic network protocols and functions.	
	iii. Ability to effectively manage and coordinate user-oriented computing activities for an organization.	
	iv. A sound knowledge and understanding of ICT policies & legislation;	
	v. 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;	
	vi. A sound knowledge and understanding of ICT policies & legislation;	
	vii. 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.	
	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	i.	Good organizational skills to manage a diverse range of tasks, meet timelines, and work under own initiative.	
	ii.	High regard to integrity and Models EPC values (respect, honesty, service. Etc)	
	iii.	Ability to communicate easily with both technical and non-technical staff;	
	iv.	Excellent Team Player & Passion for ICT work in a dynamic working environment;	
3. Experience and Past Work Performance	▪ At least three (3) years ICT industry experience in a similar role. ▪ Experience and understanding of telecommunications. ▪ Demonstrated skills in computer administration and hardware maintenance. ▪ Knowledge and understanding of the Corporation's vision, structure, and people management policies and practices.		
4. Qualifications	• A minimum a Degree in ICT, Computer Science or related field from recognised University.		

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