

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: Security - Vaitele**” 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 corporate@epc.ws, tinais@epc.ws before or on **Monday, 30th 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="Security - Vaitele"/>
Position Code	<input type="text" value="DU-P1-FC"/>

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.

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="Security - Vaitele"/>	Position Code:	<input type="text" value="DU-P1-FC"/>
Name:	<input type="text"/>	Date Received	<input type="text"/>
		Email/Postal Address	<input type="text"/>

ELECTRIC POWER CORPORATION

JOB DESCRIPTION

Position Title: Security	Position Code:
Position Grade: A2/S8	Salary Grade: \$10,019 per annum
Location: EPC Vaitele	
Reports to: Division Manager / MFC / MCG	
Reviewed by: CG	Date: August 2024

VISION

Clean energy sources for affordable and sustainable electricity supply for Samoa

MISSION

“To provide and maintain quality electricity services through innovative, sustainable and environmentally sound practises in developing renewable energy sources, generation and distribution infrastructure network, in partnership with customers and stakeholders to support

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 – Sincere and loyal in everything we do

Innovation – Always looking for economically and environmentally friendly ways of doing things

Delivery – Do everything with enthusiasm and determination and in consultation.

Empowerment - Encourage all staff to be accountable and transparent with what they do.

SUMMARY OF THIS POSITION.

Candidates in this position ensures the safety of people, EPC buildings and assets, inside and outside of the EPC premises, and valuables on the property are safe and out of harm’s way.

OUTPUTS / ‘MAJOR CHALLENGES’

The following are the key outputs of this position:

- Secures premises and personnel by patrolling property.
- Monitoring surveillance equipment and access points.
- Reporting irregularities and informs violators of policy and procedures
- Contributes to team effort by accomplishing related results as needed.

DETAILED DESCRIPTION OF DUTIES

Responsibilities/ Expectations	Activities	Performance Indicators
1. Conducting Security Checks	1.1. Regular patrol around premises 1.2 Record any illegal or suspicious activities within work grounds. 1.3 Report immediately any suspected violators/violation 1.4 Record, check all vehicles going in and out of EPC premises at Vaitele, Fuluasou, Tanugamanono, Salelologa and Fiaga.	1. Minimal any damage to equipment 2. Minimal any losses of valuables on the property. Daily log of all vehicles are reported
2. Communicating relevant essential protocols and procedures to customers	2.1. Explain in details the procedures of the Workplace 2.2. Assist the consumers in understanding the access point.	1. Minimal complaints from consumers relating to the EPC environment 2. Consumers understands EPC procedures and provision to access point of premises.
3. Reporting	3.1 Documents report on fortnightly progress for monthly reports	1. Timely submission of report for end of monthly report.

4. Any other duties as directed by the Supervisor		
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KEY RELATIONSHIPS

INTERNAL	EXERNAL
All divisions Manager Corporate Governance	EPC consumers

Skills and Abilities

- i. Demonstrated good communication skills to exchange basic information
- ii. Demonstrated ability to deliver tasks on time and within the determined quality standards.
- iii. Demonstrated ability to walk from place to place where required during visitations
And when required for reporting on violators.
- iv. Have good knowledge of the workplace

Personal Attributes

- i. Displays honesty and integrity in performing duties
- ii. Is physically fit and active
- iii. Shows commitment to get the job done and can work overtime when required.
- iv. Display neatness in appearance and has strong physical built.

Working Experience

- i. Minimum to no working experience required.
- ii. **Resides close to Vaitele area (essential)**

Qualification

- i. Samoa School Leavers Certificate (SSLC) / PSSC level.

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> DU_FC	<i>Location</i> VAITELE	
<i>Position Code</i> DU-P1-FC	<i>Title</i> Security - Vaitele	<i>Supervisor Position Code</i> DU-C2-FC	
		<i>Salary Grade</i> A2/S8	<i>Salary Rate</i> \$10,019

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 good communication skills to exchange basic information
- ii. Demonstrated ability to deliver tasks on time and within the determined quality standards.
- iii. Demonstrated ability to walk from place to place where required during visitations

And when required for reporting on violators.

- iv. Have good knowledge of the workplace

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

- i. Displays honesty and integrity in performing duties
- ii. physically fit and active
- iii. Shows commitment to get the job done and can work overtime when required.
- iv. Display neatness in appearance and has strong physical built.

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

- i. Minimum to no working experience required.
- ii. Resides close to Vaitele area (essential)

4. Qualifications (refer to JD for full details)

- i. Samoa School Leavers Certificate (SSLC) / PSSC level.

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 material 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

ELECTRIC POWER CORPORATION



HR-RSA 403(i) Ver. 02

RESPONSE TO SELECTION CRITERIA FOR THE POSITION OF

[Security]

(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 good communication skills to exchange basic information.	
	ii. Demonstrated ability to deliver tasks on time and within the determined quality standards.	
	iii. Demonstrated ability to walk from place to place where required during visitations and when required for reporting on violators.	
	iv. Have good knowledge of the workplace	
2. Personal Attributes	i. Displays honesty and integrity in performing duties	
	ii. Is physically fit and active	
	iii. Shows commitment to get the job done and can work overtime when required.	
	iv. Display neatness in appearance and has strong physical built.	
3. Experience and Past Work Performance	i. Minimum to no working experience required.	
	ii. Resides Close to Vaitele area (essential)	

4. Qualifications	i. Samoa Scholl Leavers Certificate (SSLC) / PSSC level.	
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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:...../...../.....