
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 for Chief Engineer – NCDC Fuluasou**” 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 tinais@epc.ws OR lenem@epc.ws before or on **Friday 22nd May 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="Chief Engineer National Control Dispatching Centre"/>
Position Code	<input type="text" value="NCC-C2-M"/>

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="Chief Engineer National Control Dispatching Centre"/>	Position Code:	<input type="text" value="NCC-C2-M"/>
Name:	<input type="text"/>	Date Received	<input type="text"/>
		Email/Postal Address	<input type="text"/>

ELECTRIC POWER CORPORATION



JOB DESCRIPTION

Position Title: Chief Engineer National Control and Dispatching Centre	Position Code: NCC-C2-M
Position Grade: E13/L13	Salary Grade: \$94,625 per annum
Location: EPC National Control and Dispatching Centre (NCDC) Fulusou	
Reports to: General Manager	
Review by: GM	Date: April 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)

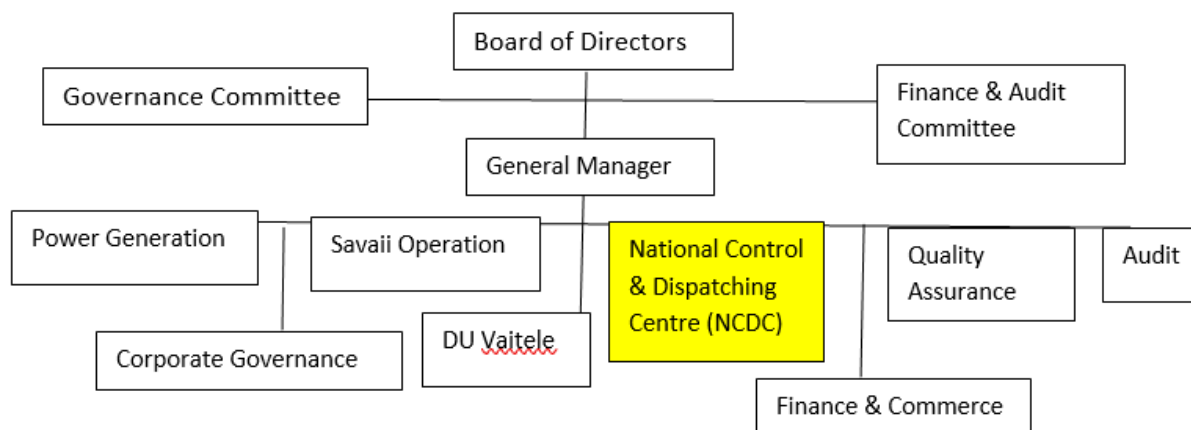
Integrity Absolute and honesty in everything we do

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

ORGANISATIONAL STRUCTURE OF EPC



SUMMARY OF THIS POSITION

Under the direct supervision of the General Manager, this managerial position is responsible for the operation of the National Control and Dispatching Centre system at Fuluasou, including the SCADA system for dispatching, switching, energy management, and power restoration.

The role also involves managing all system operators, ensuring effective coordination and performance across shifts, and closely monitoring fuel supply to support continuous and reliable power generation.

In addition, this position assists with monitoring the communication network system and provides set points for IPPs to ensure sufficient generation capacity is maintained at all times.

DESIRED OUTPUTS / 'MAJOR CHALLENGES'

The following are the key outputs of this position:

1. Power generated from different sources are managed and distributed efficiently.
2. SCADA system is well functioned and fully utilised for dispatching, switching, energy management and power restoration.
3. EPC communication network system is fully operational and utilised.
4. All IPPs are well monitored for efficient and sufficient supply of electricity.
5. ALL Remote EPC operations are connected and linked to the system.
6. All reports related to SCADA, communication system are produced on time with accuracy.

DETAILED DESCRIPTION OF DUTIES

Responsibilities/ Expectations	Activities	Performance Indicators
<p>Manages and oversees the daily activities of system operators and control room staff.</p>	<p>Supervise and coordinate the work of system operators and controllers across all shifts.</p> <p>Ensure compliance with operational procedures, safety standards, and regulatory requirements.</p> <p>Monitor real-time system operations, including load demand, generation output, and network performance.</p> <p>Provide guidance and support to operators during normal operations, system disturbances, and emergency situations.</p> <p>Conduct performance evaluations, coaching, and ongoing training for operators and controllers.</p> <p>Investigate operational incidents and implement corrective actions to prevent recurrence.</p> <p>Ensure accurate logging, reporting, and documentation of all system events and operational activities.</p>	<p>Ensure the safe, reliable, and efficient operation of the power system.</p>
<p>Manages and oversees the EPC overall SCADA System .</p>	<p>Daily monitoring of the EPC SCADA system.</p> <p>Planning and implementing telephony solutions for all EPC locations.</p> <p>Defining and updating all divisions data and telecommunication documentations and databases.</p>	<p>EPC SCADA System is full capitalised and operational at all time with very minimum disruption.</p> <p>On time and accurate provision of monthly report to the Manager on the progress status</p>

	Initiating contacts with and coordinating activities with outside agencies such as Fire, DMO, etc for all safety and emergencies issues.	
Provides appropriate and timely technical advice on matters relating to SCADA and control systems.	Monitoring performance, protocol compatibility and capacity of systems, performing systems tuning with recommendations for improvements.	Systems are well in place and technically function at all time Prepares periodic report on areas requiring improvements on SCADA system every month
Works collaboratively with Engineers and technical team to create detailed design and deployment documentation from technical architecture designs for telecommunication systems, networks, software, and signaling system.	Review system designs and specifications of equipment, and all materials for SCADA system. Assisting in the planning, forecasting, implementation, and identification of resources requirements for the systems. Oversees the EPC telephone and radio telephone network system to ensure full operation at all times.	SCADA system serves the purpose of its implementation, and all EPC telecommunication systems are upgraded and response well to the needs of the operation. On time and accurate provision of monthly report to the Manager on the progress status
Carries out duties in accordance with the EPC safety, environmental and quality policy, work safety principles, corporate values and strategies.	Visitations to sites to inspect the safety of all equipment related to the SCADA systems.	Every component equipment and tools of the SCADA system operates at safer environment.
Dispatching Requirements: Responsible for: 1.Ensuring the Power Network has adequate generation capacity to service the demand 24/7	Plan daily schedule of plant operations in view of risks and probable demand forecast in relation with available machines.	On time and accurate provision of monthly report to the General Manager on the progress status on the following indexes: SAIDI and SAIFI or each month. Target for this Year: SAIDI = < 500 SAIFI = < 10

<p>2.Ensuring the capacity off, and contribution from renewable energy sources produced over the month is maximized.</p>	<p>Work to Plant out services with the the Senior Engineer of RE and Thermal to achieve this requirement.</p>	<p>Target for RE 2015-2016 = 45% Target for RE 2016-2017 = 85% Target RE 2017 -2017 Dec = 100%</p>
<p>3.Work in collaboration with the other EPC Engineers to plan out and schedule major services to ensure the most effective and efficient generation mix is employed with matching the demand and any one time and during the major services when optimal options may not be available.</p>	<p>Work to plan scheduled major services with out affecting the capacity of the network to service the demand. Maximizes staff involvement with assisting maintenance crew during the major services.</p>	<ul style="list-style-type: none"> • Availability of machines maximizes. • RE production contribution at no less than 40% from September 2015
<p>4.Ensure production reports are available for the Manager and team to review before it is presented to senior management.</p>	<p>Target 2nd of the month for the report to be compiled by and presented for Senior staff discussion.</p>	<ul style="list-style-type: none"> • Monthly Reports available in two days after the month for GM and Senior Staff discussions.
	<p>Ensure errors in data presented is checked and minimized if not eliminated completely.</p>	<ul style="list-style-type: none"> • No errors in reported data.
	<p>Outage Reports to be presented in minutes for Feeder outages.</p>	<ul style="list-style-type: none"> • Outage reports on feeder outage available in 5 minutes or from time the fault occurred.
	<p>Detailed Major Outages Reports to be available in six hours from the outage.</p>	<ul style="list-style-type: none"> • Reports on Major Fault and or System disturbances to be available in 6 hours from the time the fault occurred.
<p>5.Ensure the operation of each plant site is at optimal level by ensuring staff and on site personnel are</p>	<p>Work with staff under direction to avoid and or minimize absentee due to unscheduled</p>	<p>Staff absentee reduced to 1 per month if no zero. Staff scheduled is optimized to ensure staff are not</p>

effectively utilized, 6. Work with IPPs (Independent Power Producers) to effectively care for the capacity requirements maximizing the resources to ensure demand is met at the most cost effective sources while ensuring security of supply.	leave. Plan in collaboration with the Senior Engineers of RE and Thermal divisions and with IPPs the production mix allocating resources to enhance the RE contribution and supply security.	overworked or disadvantaged. Maximize without certailment nor shortfall the use of Renewable Sources to meet the demand on a daily basis. Present through reports outcome.
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SCOPE:

	Direct	Indirect
Staff	Communications Engineer SCADA Engineer Operations Overseer 3 team members.	SCADA and Communications Staff Operation Staff and support persons in the field
Budget Allocation	N/A	N/A

KEY RELATIONSHIPS

INTERNAL	EXTERNAL
General Manager All Managers All Staff	EPC stakeholders Local Suppliers Customers and Clients

Skills and Abilities

- i. Demonstrated ability to prepare technical and non technical documentations and report for operation matters including monthly, quaterly, annually and as requested from time to time on operation and statistical history and as requested from time to time in areas specific and nor limited to the following:
 - a. Major Fault interruption events
 - b. Feeder Faults
 - c. System disturbances
 - d. Capacity shortfall
 - e. Capacity forecast
 - f. Load management scenario and
 - g. load profiling
- ii. Ability to work effectively and diligently to resolve complex faults on the power network and plant systems or equipment as the need arises.
- iii. Demonstrated technical knowledge of SCADA system and how the systems operates and functions, and:
 - a. generate reports from SCADA for daily production
 - b. prepare maintenance schedules for SCADA equipment
 - c. ensure the communications network is operating properly and without risks

- d. maximize the use of the communications network within EPC to minimize external calling
- e. Propose ideas and innovative measures to enhance the use of the SCADA and Fibre networks in collaboration with the Generation Manager and other divisions including but not limited to the ICT Manager and Division and the Quality and Legal Division of EPC.
- f. Organize with Chief Engineer (MG), and the Corporate Governance division training for staff and users of the systems.
- iv. Ability to deal effectively and establish good working relationships with employees, and other divisional team members.
- v. Ability to work in demanding and challenging environment.
- vi. Skill in both verbal and written communication.
- vii. Proficiency in both oral and written communication in English and Samoan

Personal Attributes

- i. Demonstrated professional leadership skills;
- ii. Organizational and time management skills.
- iii. Demonstrated expertise in implementing change in a complex evolving environment is essential.

Experience and past Work Performance

- i. At least 5 (five) years of professional experience in Engineering or any combination of relevant work experience and/or education.

Qualifications

- i. Bachelor Degree in Electrical Engineering, or any related field from a recognized University.

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> NATIONAL CONTROL DISPATCHING CENTRE	<i>Location</i> FULUASOU	
<i>Position Code</i> NCC-C2-M	<i>Title</i> Chief Engineer National Control Dispatching Centre	<i>Supervisor Position Code</i> ES-C1-GM	
		<i>Salary Grade</i> E13/L13 3yrs	<i>Salary Rate</i> \$94,625 per annum

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

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 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 prepare technical and non technical documentations and report for operation matters including monthly, quarterly, annually and as requested from time to time on operation and statistical history and as requested from time to time in areas specific and nor limited to the following:

- a. Major Fault interruption events
- b. Feeder Faults
- c. System disturbances
- d. Capacity shortfall
- e. Capacity forecast
- f. Load management scenario and
- g. Load profiling

ii. Ability to work effectively and diligently to resolve complex faults on the power network and plant systems or equipment as the need

arises.

iii. Demonstrated technical knowledge of SCADA system and how the systems operates and functions, and:

a. Generate reports from SCADA for daily production

b. Prepare maintenance schedules for SCADA equipment

c. Ensure the communications network is operating properly and without risks

d. Maximize the use of the communications network within EPC to minimize external calling

e. Propose ideas and innovative measures to enhance the use of the SCADA and Fibre networks in collaboration with the Generation Manager and other divisions including but not limited to the ICT Manager and Division and the Quality and Legal Division of EPC.

f. Organize with Chief Engineer (MG), and the Corporate Governance division training for staff and users of the systems.

iv. Ability to deal effectively and establish good working relationships with employees, and other divisional team members.

v. Ability to work in demanding and challenging environment.;

vi. Skill in both verbal and written communication.

vii. Proficiency in both oral and written communication in English and Samoan

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

i. Demonstrated professional leadership skills;

ii. Organizational and time management skills.

iii. Demonstrated expertise in implementing change in a complex evolving environment is essential.

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

i. At least 5 (five) years of professional experience in Engineering or any combination of relevant work experience and/or education.

4. Qualifications (refer to JD for full details)

i. Bachelor Degree in Electrical Engineering, or any related field from a recognized 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
	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
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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

[Chief Engineer National Control Dispatching Center]

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

Selection Criteria	State how you meet each selection criterion
<p>Skills and Abilities</p> <p>i. Demonstrated ability to prepare technical and non-technical documentations and report for operation matters including monthly, quarterly, annually and as requested from time to time on operation and statistical history and as requested from time to time in areas specific and no limited to the following</p> <ul style="list-style-type: none"> a. Major fault interruption events b. Feeder faults c. System disturbance d. Capacity shortfall e. Capacity forecast f. Load management scenario and g. Load profiling 	
<p>ii. Ability to work effectively and diligently to resolve complex faults on the power network and plant systems or equipment as the need arises.</p>	
<p>iii. Demonstrated technical knowledge of SCADA system and how the systems operates and functions and</p> <ul style="list-style-type: none"> a. generate reports from SCADA for daily production b. prepare maintenance schedules for SCADA equipment c. ensure the communication network is operating properly and without risks d. maximize the use of the communications network 	

	<p>within EPC to minimize external calling</p> <p>e. Propose ideas and innovative measures to enhance the use of SCADA and Fiber networks in collaboration with the General Manager and other divisions including but not limited to ICT Manager and Division and the Quality and Legal Divisions of EPC.</p> <p>f. Organize with Chief Engineer (MG) and the Corporate Governance division training for staff and users of the systems</p>	
	iv. Ability to deal effectively and establish good working relationships with employees and other divisional team members	
	v. Ability to work in demanding and challenging environment	
	vi. Skill in both verbal and written communication	
	vii. Proficient in both oral and written communication in English and Samoan	
2. Personal Attributes	i. Demonstrated professional leadership skills	
	ii. Organizational and time management skills	
	iii. Demonstrated expertise in implementing change in a complex evolving environment is essential	
3. Experience and Past Work Performance	i. At 5 (five) years of professional experience in Engineering or any combination of relevant work experience and/or education	

4. Qualifications	i. Bachelor Degree in Electrical Engineering or any related field from a recognized University.	
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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:...../...../.....