

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 Meter Reader: Finance & Commerce**” 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 lenem@epc.ws, tinais@epc.ws before or on **Wednesday 29th April 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="Meter Reader"/>
Position Code	<input type="text" value="FC-P-MR"/>

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="text"/>
<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="text"/>
<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="Meter Reader"/>	Position Code:	<input type="text" value="FC-P-MR"/>
Name:	<input type="text"/>	Date Received	<input type="text"/>

**Email/Postal
Address**

ELECTRIC POWER CORPORATION

JOB DESCRIPTION

Position Title: Meter Reader	Position Code: FC-P-MR
Position Grade: A2/L2 permanent	Salary Grade: \$9,254 - \$11,259 p.a
Location: TATTE Building, Level 5 Sogi	
Reports to: Supervisor Billing/Reconn./Disconn./MFC	
Review by: CG-HRM	Date: April 2026

VISION 2025

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

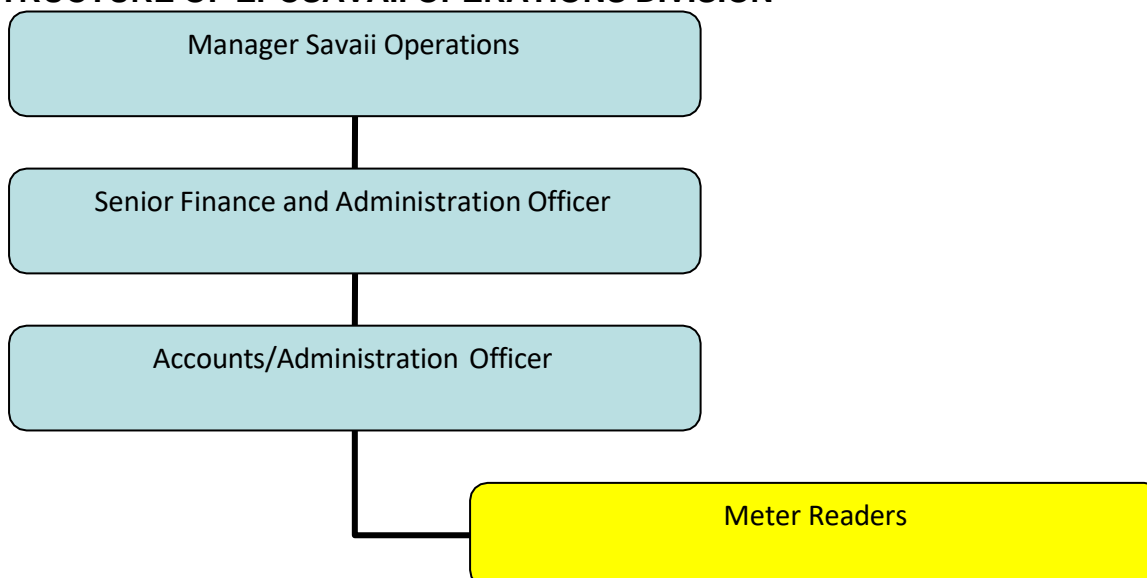
Passion for excellent customer service

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.

STRUCTURE OF EPCSAVAII OPERATIONS DIVISION**SUMMARY OF THIS POSITION.**

Candidates in this position are frontline staff with the responsibility of recording readings from residents with induction meters. This includes commercial, industrial hotel, church and schools consumers.

DESIRED OUTPUTS / 'MAJOR CHALLENGES'

- Timely visitations to premises for readings
- Accurate calculations of readings in induction meters
- Consumers in receipt of monthly bills (5 days) before due date (20th) of every month

□

DETAILED DESCRIPTION OF DUTIES

Major Responsibilities	Activities	Performance Indicators
1. Read Meters	1.1 Visits premises 1.2 Records reading and make calculations 1.3 Report immediately any suspected fault on induction meter to EPC meter service team and Supervisor	<ul style="list-style-type: none"> • Timely issuing of invoices • Accurate readings • Minimal to zero allowance for reading errors • Minimal to zero allowance for estimation of electricity consumption
2. Communicating relevant essential consumer's	2.1 Explains in details to consumers changes in EPC's procedures / rates	□ Minimal complaints from consumers relating to changes in EPC

details / customer service	affecting bill payments when required 2.2 Assists consumers in understanding alternative ways of submitting readings 2.3 Serve customers / users diligently and professionally	procedures/change in rates <input type="checkbox"/> Consumers understands EPC procedures and payment of bills
3. Reporting	3.1 Documents report on weekly/ bi-weekly on fortnightly progress for monthly reports	<input type="checkbox"/> Timely submission of report for end of monthly report
4. Any other duties as directed by the Supervisor		

KEY RELATIONSHIPS

INTERNAL	EXTERNAL
ICT	Induction Meter Users (Commercial, Industrial, Hotels, Schools and Church) General Public

SELECTION CRITERIA

Skills and Abilities

- i. Demonstrated ability and knowledge on basic to advanced numeracy and literacy skills,
- ii. Demonstrated ability to use a calculator and understand the changes in rates to make calculations from readings on induction meters
- iii. Demonstrated ability to communicate and converse in English and Samoan whilst carrying out duties involving the general public
- iv. Have some good geographical knowledge and understanding of locations during visitations
- v. Demonstrated ability to walk from place to place where required during visitations and when required for delivery of invoices.

Personal Attributes

- Displays honesty and integrity in performing duties
- Is physically fit and active
- Displays neatness in appearance and has strong physical built

Experience and past work Performance.

Minimum to no working experience required.

Qualifications

Samoa School Leavers Certificate (SSLC) / PSSC level with passes in Mathematics & English

Foundation Certificate (UPY) is 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> FINANCE & COMMERCE	<i>Location</i> TATTE BUILDING, LEVEL 5 SOGI	
<i>Position Code</i> FC-P-MR	<i>Title</i> Meter Reader	<i>Supervisor Position Code</i> FC-C2-M	
		<i>Salary Grade</i> A2/L2	<i>Salary Rate</i> \$9,254 - \$11,259

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 ability and knowledge on basic to advanced numeracy and literacy skills
- ii. Demonstrated ability to use a calculator and understand the changes in rates to make calculations from readings on induction meters.
- iii. Demonstrated ability to communicate and converse in English and Samoan whilst carrying out duties involving the general public
- iv. Have some good geographical knowledge and understanding of locations during visitations
- v. Demonstrated ability to walk from place to place where required during visitations and when required for delivery of invoices.

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

- i. Displays honesty and integrity in performing duties
- ii. Is physically fit and active
- iii. Displays 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

4. Qualifications (refer to JD for full details)

- i. Samoa School Leavers Certificate (SSLC) / PSSC level with passes in Mathematics & English
- ii. Foundation Certificate (UPY) is 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

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	Samoan				
1. Limited conversation, reading of newspapers, routine correspondence	English					
2. Engage freely in discussions, read write more difficult materia	Other (specify)					
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

(Meter Reader)

(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>Demonstrated ability and knowledge on basic to advanced numeracy and literacy skills</i>	
	ii. <i>Demonstrated ability to use a calculator and understand the changes in rates to make calculations from readings on induction meters</i>	
	iii. <i>Demonstrated ability to communicate and converse in English and Samoan whilst carrying out duties involving the general public</i>	
	iv. <i>Have good geographical knowledge and understanding of locations in Savaii during visitations</i>	
	v. <i>Demonstrated ability to walk from place to place where required during visitations and when required for delivery of invoices.</i>	
2. Personal Attributes	i. Displays honesty and integrity in performing duties	
	ii. Is physically fit and active	
	iii. Displays neatness in appearance and has strong physical built	
3. Experience and Past Work Performance	Minimum to no working experience required	

4. Qualifications	i. Samoa School Leavers Certificate (SSLC) with excellent passes in Mathematics & English ii. Foundation Certificate (UPY) is an advantage	
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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:/...../.....