

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 Driver – Savaii Office**' 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 Savaii Office or via email to tinais@epc.ws OR lenem@epc.ws before or on **23rd 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.

,ELECTRIC POWER CORPORATION

JOB DESCRIPTION

Position Title: Driver	Position Code : SO-P1-DU
Position Status: Permanent A2/L2	Salary Grade: \$9,254 - \$11,259
Location: EPC Salelologa Substation - Savaii	
Reports to: Manager Savaii Operations	
Review by: CG/HRM	Date: February 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

SUMMARY OF THIS POSITION.

The candidate in this position is responsible for:

1. Driving the Power Generation / National Control/Dispatching Centre vehicle/deliver documents, transport staff and other related services
2. Operates vehicle safely and responsibly, following all traffic laws and regulations. This includes obeying speed limits, traffic signals, and signs.
3. Taking care of the cleanliness of the vehicle
4. Daily Maintenance of the vehicle

'MAJOR CHALLENGES'.

1. Candidate may require to work overtime when required.

DETAILED DESCRIPTION OF DUTIES

Responsibilities/ Expectations	Activities	Performance Indicators
1. Drives the vehicle safely with great care	<ul style="list-style-type: none">• Attends to all the PGD'S requests for the use of vehicle.• Safe Operation of Vehicles: The primary responsibility of a driver is to operate their vehicle safely and responsibly, following all traffic laws and regulations. This includes obeying speed limits, traffic signals, and signs.• Responsible for transporting passengers or goods. This could include delivering packages, transporting people, or moving cargo/documents etc.	All requests are delivered on time with great care.
2. Vehicle Daily Maintenance.	<ul style="list-style-type: none">• Responsible for ensuring that their vehicle is in good working condition. This may involve routine maintenance tasks like checking tire pressure, oil changes, and performing basic repairs or reporting any issues to Chief Engineer PDG / and Chief Engineer NCDC	Vehicle safety is up to standard

3. Inspection & Record keeping	<ul style="list-style-type: none"> • Ensure it is safe and compliant with regulations. This involves checking brakes, lights, tires, and other critical components. • Expected to adhere to schedules and deadlines, ensuring that they arrive at their destinations on time. This is particularly important for passenger transportation and delivery services. • Maintain records of their trips, including mileage, fuel consumption, and any incidents or accidents that occur during their journeys. 	Vehicle use information is updated
4.Safety	<ul style="list-style-type: none"> • Comply with all relevant road safety rules. This includes maintaining the necessary licenses and certifications. • Understanding of the routes they are traveling and use GPS or maps to navigate to their destination efficiently. They should also be prepared to adapt to unexpected detours or changes in route • Respond to emergencies or accidents on the road. This includes knowing how to contact emergency services, administering basic first aid if necessary, and ensuring the safety of passengers or cargo. 	Comply with all instructions, related laws and policies
Other duties as required by the PDG	<ul style="list-style-type: none"> • Carry out relevant duties within the scope of the position 	Efficient response to ad hoc activities

SCOPE:

Staff		

KEY RELATIONSHIPS

INTERNAL	EXERNAL
General Manager All Managers All Staff	General Public.

Skills and Abilities

- i. Strong understanding of traffic rules and regulations, safety driving techniques, and the ability to maintain a safe following distance.
 - ii. Must be physically fit and built to sit for extended periods, or perform other physically demanding tasks. Maintaining good physical fitness can help prevent injuries and ensure the ability to perform job duties effectively.
 - iii. Demonstrates good judgment as is reliable to work in a team at all time
 - iv. Has a sound knowledge of safety procedures and observes safety measures at a high level
 - v. Effective time management skills are essential to ensure deliveries or transportation services are completed on schedule.
- i. Neat and Presentable at all time.
 - ii. Speaks both languages well (Samoan & English)
 - iii. Good Public Relations.

Personal Attributes

- i. No previous conviction **(Police Record required).**
- ii. Upholding strong moral and ethical principles, honesty, and transparency in your actions and decision
- iii. Has the ability to perform heavy duty work and laborious tasks
- iv. Physically and mentally sound
- v. Attentive, responsive and adheres to instructions given by the Supervisor mainly on the field tasks

Experience and Past Work Performance

- iv. Demonstrated experience in related (driving) positions.
- v. Excellent track record of performance
- vi. Has experience in a high health and safety environment.
- vii. Resides permanently around Town Area.

Qualifications.

- viii. PSSC or Form 6 Level of Education
- ix. Valid Driver's Licence

E P C
POWER FOR THE NATION



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> SAVAII OPERATION	<i>Location</i> SALELOLOGA	
<i>Position Code</i> SO-P1-DU	<i>Title</i> Driver	<i>Supervisor Position Code: FC-P1-SO</i>	
		<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. Strong understanding of traffic rules and regulations, safety driving techniques, and the ability to maintain a safe following distance.
- ii. Must be physically fit and built to sit for extended periods, or perform other physically demanding tasks. Maintaining good physical fitness can help prevent injuries and ensure the ability to perform job duties effectively.
- iii. Demonstrates good judgment as is reliable to work in a team at all time
- iv. Has a sound knowledge of safety procedures and observes safety measures at a high level
- v. Effective time management skills are essential to ensure deliveries or transportation services are completed on schedule.
- i. Neat and Presentable at all time.
- ii. Speaks both languages well (Samoan & English)
- iii. Good Public Relations.

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

- i. No previous conviction (Police Record required).
- ii. Upholding strong moral and ethical principles, honesty, and transparency in your actions and decision
- iii. Has the ability to perform heavy duty work and laborious tasks
- iv. Physically and mentally sound
- v. Attentive, responsive and adheres to instructions given by the Supervisor mainly on the field tasks

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

- iv. Demonstrated experience in related (driving) positions.
- v. Excellent track record of performance
- vi. Has experience in a high health and safety environment.
- vii. Resides permanently around Town Area.

4. Qualifications (refer to JD for full details)

- viii. PSSC or Form 6 Level of Education
- ix. ?Valid Driver's Licence

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.

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
<input type="checkbox"/>	<input type="checkbox"/>

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

[Driver]

(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>Strong understanding of traffic rules and regulations, safety driving techniques, and the ability to maintain a safe following distance.</i>	
	<i>Must be physically fit and built to sit for extended periods, or perform other physically demanding tasks. Maintaining good physical fitness can help prevent injuries and ensure the ability to perform job duties effectively.</i>	
	<i>Demonstrates good judgment as is reliable to work in a team at all time</i>	
	<i>Has a sound knowledge of safety procedures and observes safety measures at a high level</i>	
	<i>Effective time management skills are essential to ensure deliveries or transportation services are completed on schedule.</i>	
	<i>Neat and Presentable at all time.</i>	
	<i>Speaks both languages well (Samoan & English)</i>	
	<i>Good Public Relations.</i>	
2. Personal Attributes	i. No previous conviction <u>(Police Record required)</u>	
	ii. Upholding strong moral and	

	ethical principles, honesty, and transparency in your actions and decision	
	iii. Has the ability to perform heavy duty work and laborious tasks	
	iv. Physically and mentally sound	
	v. Attentive, responsive and adheres to instructions given by the Supervisor mainly on the field tasks	
3. Experience and Past Work Performance	<ul style="list-style-type: none"> i. Demonstrated experience in related (driving) positions. ii. Excellent track record of performance iii. Has experience in a high health and safety environment. iv. Resides permanently around Town Area. 	
4. Qualifications	<ul style="list-style-type: none"> v. PSSC or Form 6 Level of Education vi. Valid Driver's Licence 	

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