

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 including a copy of the Covid-19 card; 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 Manager Corporate Governance**” 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 @4.00pm**

Incomplete and/or late applications will not be considered.

Further Information: Please contact the HRM Section of Corporate Governance Division on phone 65 554/65 520.



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="Manager Corporate Governance"/>
Position Code	<input type="text" value="CG-C2-M"/>

Demographics – please tick the appropriate box:

Gender	<input type="checkbox"/> Female	<input type="checkbox"/> Mal
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="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="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="Manager Corporate Governance"/>	Position Code:	<input type="text" value="CG-C2-M"/>
Name:	<input type="text"/>	Date Received	<input type="text"/>
		Email/Postal Address	<input type="text"/>

ELECTRIC POWER CORPORATION



JOB DESCRIPTION

Position Title: Manager Corporate Governance	Position Code: CG-C2-M
Position Grade: A13/L13 contract 3 years	Salary Grade: \$94,625 per annum
Location: Level 5, TATTE Building – SOGI	
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)

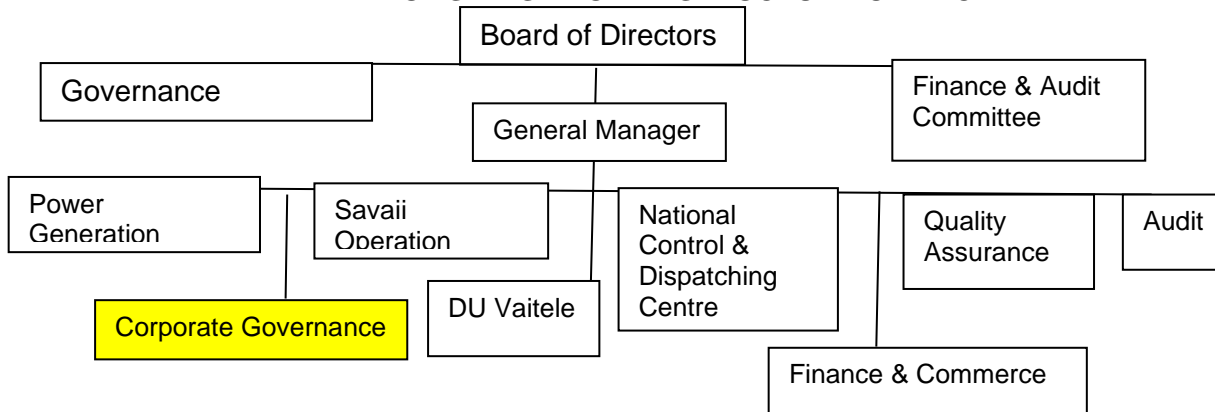
Integrity Absolute and honesty in everything we do

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

Manage and oversee human resource policies and functions and administer activities to optimise services for staff at all levels ensuring the corporation attracts, develops and retains employees. The position's main responsibilities include:

- ✓ Human Resource Management
- ✓ Human Resource Development and Training
- ✓ Personnel Administration and Records Management
- ✓ Strategic Planning and Report Preparation
- ✓ Contract employment
- ✓ Functional and Organisational Leadership
- ✓ Compensation and Benefits
- ✓ Occupational Health, Safety and Wellbeing of Employees
- ✓ Human Resource Information System
- ✓ Performance Monitoring and Evaluation
- ✓ Administration and payroll
- ✓ Grievance management and dispute resolution

DESIRED OUTPUTS / 'MAJOR CHALLENGES'

The following are the key outputs of this position:

- Constant review of HR Manual and Policies and employment conditions
- Attrition rate of staff is kept at or below 10%
- Staff performance are evaluated every twelve months and results reported to the GM and Management (Annual Report)
- Develop Corporate Plan, Annual Plan and Capability Plan
- Prepare EPC Annual Report to Cabinet and Parliament
- Prepare Monthly Report to Board on HR Statistics and employees wellbeing
- Communicate any change in Manual and policies and all Board decisions to Managers and Senior Officers
- Up date all personnel records on financial and non-financial benefit payments
- Promote a conducive and safe working environment to enhance productivity
- Conduct relevant training when needed

The position's main challenge would be the ability of the incumbent to handle the diversity of professionals in EPC's business environment. The other significant challenge is changing the EPC work culture and employees mindsets and behaviour.

DETAILED JOB DESCRIPTION

Responsibilities and Expectations	Activities	Performance indicators
1. Plan, direct, and coordinate the strategic direction of the Division	1.1 Lead development and review of the Divisions Annual Work Plan in consultation with Team Leaders	AWP approved
	1.2 Prepare annual budget and monitor expenditure to comply with financial policy	Annual Budget approved
	1.2 Robust monitoring of the divisions performance and take corrective measures where necessary	Staff performance on track
	1.3 Conduct fortnightly meetings of the Division to discuss work progress, performance issues and remedial action.	Implementation of the AWP is on target
	1.4 Regular review of staff performance and provide counselling and mentoring where necessary.	Regular feedback regarding work performance is discussed with each staff and documented
2. Manage planning, research and statutory reporting	2.1 Lead development and review of the EPC Corporate Plan	Corporate Plan approved
	2.2 Assist management to plan and coordinate the organization's workforce to best use employees' talents and recommend changes to the organization's structure to meet strategic objectives and goals	Organization Structure approved
	2.3 Monitor the timely production of Annual Reports and Quarterly Reports	Timely production and delivery of the AR Timely production and delivery of QR's
3. Manage the organization's recruitment, interview, selection, and hiring processes	3.1 Develop a recruiting strategy to meet the staffing needs of EPC and effectively compete for the best employees.	Strategy in place
	3.2 Attract, motivate, and keep qualified employees and match them to jobs for which they are well suited	Selection of staff is based on merit factors: (i) Skills & Abilities (ii) Personal Attributes (iii) Experience and Past Work Performance (iv) Qualifications
	3.3 Monitor coordination and implementation of the approved RSA Framework and recommend improvement.	100% compliance with framework
	3.4 Monitor implementation of the Induction Program for new staff and recommend improvement.	100% compliance with induction program
4. Manage implementation of the approved Performance Management Framework	4.1 Robust monitoring of the performance management system for compliance	100% compliance with requirements of the PMS
	4.2 Review work performance of contract staff biannual and annually.	100% compliance with requirements of the PMS
	4.3 Prepare and submit a PMS report to the GM with recommendations to reward high	Timely rewarding of High performers

	performing staff and disciplinary action to be taken for poor performers	Performance Improvement Plans in place to mend poor performance.
	4.4 Assist managers to develop, document and implement a succession plan	Divisional succession plans in place and active
	4.5 Identify capacity constraints and recommend intervention strategies to address gaps	Skills gaps documents. Strategies in place to develop skills to bridge gaps
5. Manage employment relations, regulatory compliance, and employee-related services	5.1 Monitor administration of employee services	Effective and efficient service delivery
	5.2 Handle staff issues, such as mediating disputes, conflicts and directing disciplinary procedures	Staff disputes and conflicts are successfully mediated and resolved
	5.3 Advise the GM on the discipline and termination of staff	Advice is accepted as it is within the parameters of governing laws and policy
	5.3 Advise the GM on issues of structure, remuneration, job evaluation, job formulation working conditions and entitlements to determine suitable salaries, remuneration, staff benefit and entitlements	Advice is accepted as it is within the parameters of the governing laws and policy
	5.4 Provide the necessary support systems for payroll requirements	Support Systems are in place
	5.5 Advise management and staff of organizational policies for compliance	Advice is accepted as it is within the parameters of the governing laws and policy
	5.6 Overseer production and maintenance of workforce statistics and report.	Timely production of the report
6. Manage implementation of the workforce development program	6.1 Develop adequate induction program for new recruitment	Induction program approved
	6.2 Develop micro training relevant for specialize fields with accreditation by SQA	Training program approved and accredited by SQA
	6.3 Monitor implementation of the WFD Plan and support employee opportunities for professional development	50% of the WFD Plan is implemented Continuous support of short-term trainings (both internal and external)
	6.4 Managing succession planning for staff	Succession plan implemented
	6.5 Establish a training center for EPC with relevant resources	Funding secured to build a new training center facility for EPC
7. Manage occupational safety and health in the workplace	7.1 Prudent monitoring of staff compliance with Safety and Health Policies	100% compliance
	7.2 Order and ensure availability of PPE gear on stock	PPE is readily available at the Vaitele Stores
	7.3 Conduct emergency drills, document, review evacuation procedures and conduct workshop for staff awareness	2 evacuation drills per year
	7.4 Advise the GM of breaches of the Safety and Health Policy and appropriate disciplinary action to	Zero tolerance for noncompliance

	be imposed	
8. Manage policy review and development of new policy	8.1 Provide policy advice to GM and Board to policy changes aligned with law reforms, best practice and Government wide policy	Reviewed policy approved
	8.2 Develop new policy in line with governing laws, best practice and Government wide policy	New policy approved
	8.3 All CG policies to be ISO certified	CG policies are ISO certified
9. Foster and nurture a Learning Organization Culture	9.1 Promote establishment of Quality Circles Teams to improve internal systems of operation and processes to be efficient and effective	QC team is established and internal systems improved
	9.2 Promote establishment of a knowledge sharing program to forum to share new ideas, solutions, method of work etc. to improve service delivery	Knowledge Sharing program is revitalized and gaining momentum.
	9.3 Sustain the Annual Excellence Award program to publicly acknowledge outstanding Individuals and Team performance.	Excellence Awards program continues to prosper cultivating a competitive culture for awards
10. Any other duty as directed that is within your capabilities	10.1 Appointed Acting General Manager	Acting role is successfully implemented
	10.2 Attend Management meetings and contribute to discussion	100% attendance to meetings
	10.3 Work in collaboration across the board with other Line Managers to achieve strategic goals and objectives	100% participation

SCOPE:

	\$ Direct	\$ Indirect
Staff	9	9 plus Managers

KEY RELATIONSHIPS

INTERNAL	EXTERNAL
General Manager Board of Directors All Managers All Staff	Cabinet and Minister Ministry of Finance (MOF) Ministry of Public Enterprises Office of the Public Service Commission Ministry of Commerce Industry and Labor Office of the Attorney General Private Sector NUS / Post School Educational Providers Local Suppliers Customers and Clients

SELECTION CRITERIA

Skills & Abilities:

1. Demonstrate proven skills in policy development, policy analysis, strategic planning, human recourse management, employment relations and workplace safety **(Essential)**
2. Demonstrate proven skills to direct staff and oversee the operations of the division with ability to coordinate work activities and ensure that staff complete their duties and fulfil their responsibilities **(Essential)**
3. Demonstrate proven skills and ability in decision making, to balance the strengths and weaknesses of different options and decide the best course of action, as these decisions will greatly impact on the employee's future **(Essential)**
4. Demonstrate strong interpersonal skills and ability to collaborate with teams and develop positive working relationships with their colleagues, give presentations, direct staff and clearly communicate information and instructions to staff and other employees **(Essential)**
5. Demonstrate proven skills and ability to mentor, coach and motivate team to achieve Division targets and goals **(Essential)**
6. Demonstrate proven skills and ability to mediate staff dispute or grievance to resolve conflict and find amicable solutions for settlement **(Essential)**

Personal Attributes:

1. Integrity and honesty **(Essential)**
2. Commitment and Personal drive **(Essential)**
3. Intellect and Judgement **(Essential)**
4. Creative and Innovative **(Essential)**

Experience and Work Performance

1. At least 8 years of relevant experience at the senior management level in the Public Sector **(Essential)**
2. Excellent working knowledge of employment laws that governs utility service **(Essential)**

Qualification

1. A minimum Bachelor's degree in Management, Human Resource, Public Administration or Business Administration **(Essential)**
2. Registered member of the SHRI **(Desirable)**

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> CORPORATE GOVERNANCE	<i>Location</i> TATTE BUILDING, LEVEL 5, SOGI	
<i>Position Code</i> CG-C2-M	<i>Title</i> Manager Corporate Governance	<i>Supervisor Position Code</i> ES-C1-M	
		<i>Salary Grade</i> A13/L13	<i>Salary Rate</i> \$94,625

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>Facsimile:</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)**

1. Demonstrate proven skills in policy development, policy analysis, strategic planning, human recourse management, employment relations and workplace safety (**Essential**)
2. Demonstrate proven skills to direct staff and oversee the operations of the division with ability to coordinate work activities and ensure that staff complete their duties and fulfil their responsibilities (**Essential**)
3. Demonstrate proven skills and ability in decision making, to balance the strengths and weaknesses of different options and decide the best course of action, as these decisions will greatly impact on the employee's future (**Essential**)
4. Demonstrate strong interpersonal skills and ability to collaborate with teams and develop positive working relationships with their colleagues, give presentations, direct staff and clearly communicate information and instructions to staff and other employees (**Essential**)
5. Demonstrate proven skills and ability to mentor, coach and motivate team to achieve Division targets and goals (**Essential**)
6. Demonstrate proven skills and ability to mediate staff dispute or grievance to resolve conflict and find amicable solutions for settlement (**Essential**)

2. Personal Attributes (refer to JD for full details)
<ol style="list-style-type: none"> 1. Integrity and honesty (Essential) 2. Commitment and Personal drive (Essential) 3. Intellect and Judgement (Essential) 4. Creative and Innovative (Essential)
3. Experience and Past Work Performance (refer to JD for full details)
<ol style="list-style-type: none"> 1. At least 8 years of relevant experience at the senior management level in the Public Sector (Essential) 2. Excellent working knowledge of employment laws that governs utility service (Essential)
4. Qualifications (refer to JD for full details)
<ol style="list-style-type: none"> 1. A minimum Bachelor's degree in Management, Human Resource, Public Administration or Business Administration (Essential) 2. Registered member of the SHRI (Desirable)

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					
CODE						
1. Limited conversation, reading of newspapers, routine correspondence	English					
2. Engage freely in discussions, read write more difficult materi	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 Authorization

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 authorize 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
[Manager Corporate Governance]
(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	<p>1. Demonstrate proven skills in policy development, policy analysis, strategic planning, human resource management, employment relations and workplace safety (Essential)</p> <p>2. Demonstrate proven skills to direct staff and oversee the operations of the division with ability to coordinate work activities and ensure that staff complete their duties and fulfil their responsibilities (Essential)</p> <p>3. Demonstrate proven skills and ability in decision making, to balance the strengths and weaknesses of different options and decide the best course of action, as these decisions will greatly impact on the employee's future (Essential)</p> <p>4. Demonstrate strong interpersonal skills and ability to collaborate with teams and develop positive working relationship with their colleagues, give presentations, direct staff and clearly communicate information and instructions to staff and other employees (Essential)</p> <p>5. Demonstrate proven skills and ability to mentor, coach and motivate team to achieve Division targets and goals (Essential)</p> <p>6. Demonstrate proven skills and ability to mediate staff dispute or grievance to resolve conflict and find amicable solutions for settlement (Essential)</p>
2. Personal Attributes	<p>i. Integrity and Honesty (Essential)</p> <p>ii. Commitment and Personal drive (Essential)</p> <p>iii. Intellect and Judgement (Essential)</p> <p>iv. Creative and Innovative (Essential)</p>
3. Experience and Past Work Performance	<p>i. At least 8 years of relevant experience at the senior management level in the Public Sector (Essential)</p> <p>ii. Excellent working knowledge of employment laws that governs utility service (Essential)</p>
4. Qualifications	<p>1. A minimum Bachelor's degree in Management, Human Resource, Public Administration or Business Administration (Essential)</p> <p>2. Registered member of the SHRI (Desirable)</p>

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

