

ELECTRIC POWER CORPORATION



“The Power for a Nation”

HR-RSA 403(ii) ver.02

I N S T R U C T I O N S

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 Overseer Power Generation - Savaii Operations**” 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 on or before **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 or 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

Position Title

Position Code

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: Position Code:

Name: Date Received:

Email/Postal:

ELECTRIC POWER CORPORATION

J O B D E S C R I P T I O N

| | |
|--------------------------------------------------|-----------------------------------|
| Position Title: Overseer Power Generation | Position Code: SO-C4-PG |
| Position Grade: E6/L6 contract 3 years | Salary Grade: \$72,946 p.a |
| Location: Salelologa – Savaii Operations | |
| Reports to: Manager Savaii Operations | |
| Review by: MSO/GM/MCG | Date: April 2024 |

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
- More efficient use of electricity by consumers

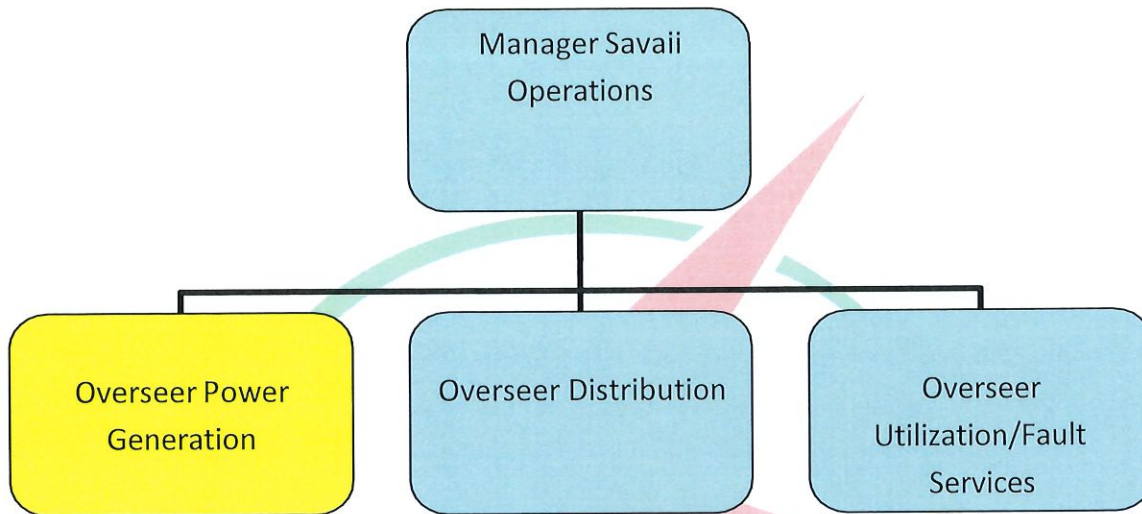
Amidst many challenges, EPC continually strives to improve its overall performance to fulfil its core functions and strategic results to all its stakeholders in Samoa.

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 |

POWER FOR THE NATION

ORGANISATIONAL STRUCTURE OF SAVAII OPERATIONS



SUMMARY OF THIS POSITION.

The candidate in this position will work with EPC electricians/technicians and engineers to, oversee the line operation on power line system, oversee the technical operation of generation systems in Savaii and provide ongoing technical trainings for staff .

DESIRED OUTPUTS / 'MAJOR CHALLENGES'

The following are the key outputs of this position,

- i) Generation systems in Savaii are operating efficiently,
- ii) Working afterhours can be challenging

DETAILED DESCRIPTION OF DUTIES

| Major Responsibilities | Activities | Performance Indicators |
|------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1. Oversees the efficiency of power generating systems in Savaii | 1.1 Prepares work-plans for Savaii Operations in collaboration with other senior technical staff within the Savaii Operations Team 1.2 Submits work-plans to Manager for review and endorsement for approval 1.3 Undertakes regular on-site inspections of generating systems in operation 1.4 Prepares Servicing schedules 1.5 Prepares maintenance plans for generating systems in operation 1.6 Identifies technical faults, provides solutions and | <ul style="list-style-type: none"> • Work-plans effectively implemented, monitored and reported on. • Generation of electricity operates at very minimal disruption |

| | | |
|------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------|
| | submits reports on findings | |
| 2. Co-ordinate and lead the Power Generation team in enforcing safety standards | <p>1.7 Ensure all activities are performed in a safely manner and employees are equipped with required safety gear</p> <p>1.8 Documents, reports and provide solutions to non-compliance to safety procedures</p> <p>1.9 Monitors the safety of power generation</p> | <ul style="list-style-type: none"> • Zero tolerance of an accident prone workplace |
| 3. Preparation and documentation of reports | <p>3.1 Ensures that all SOPs are developed, documented and utilized for all operational activities of power generating systems,</p> <p>3.2 Ensures all operational activities in preventative R&M is properly documented,</p> <p>3.3 Develop and maintain work practices to enhance the productivity, reliability and efficiency of electricity supply.</p> <p>3.4 Prepares monthly reports on progress of power generating systems</p> <p>3.5 Conduct performance assessments for permanent staff under his supervision,</p> <p>3.6 Assist the Manager Savaii Operations with development of Divisional Annual Work Plans including budget estimates</p> | <ul style="list-style-type: none"> • All documentation of SOPs are completed |
| 4. Coordinates with Manager Savaii and the EPC Procurement all orders required for spare parts | <p>2.1 Take stock, order and replace major spare parts of generating systems in collaboration with EPC Procurement team</p> <p>2.2</p> | <ul style="list-style-type: none"> • Timely procurement of spare parts required for power generating systems |

KEY RELATIONSHIPS

| INTERNAL | EXTERNAL |
|----------|----------|
| | |

SELECTION CRITERIA

Skills and Abilities

- i. Demonstrated skills, ability and expertise in documentation of and preparation, coordination of preventative maintenance plan for the Power Generating systems in Savaii,
- ii. Demonstrated skills, ability and experience in reading and interpret diagrams for generating systems, diagnose and troubleshoot faults of generating systems,
- iii. Demonstrated ability to prepare, document and report on progress of technical problems in electricity generating systems in Savaii,
- iv. Demonstrated skills and ability to operating computer software used in the maintenance of assets MEX and MS Office Suite for reporting requirements
- v. Well versed with EPC operations and legislations governing its operations,
- vi. Must have good public relations skills and ability to work in collaboration with a team of EPC engineers and IPPs,
- vii. Demonstrated ability to coordinate, lead and supervise a team of technical staff and prepare assessment reports for appraisal of staff,

Personal Attributes

- i. Prioritizes safety procedures at all times
- ii. Honest, transparent and accountable
- iii. Committed and passionate for quality work

Experience and past work performance

- i. Working experience of more than 5 years in the mechanical, electrical fields

Qualifications

- i. Minimum education level of a Bachelor's Degree in Electrical and or Mechanical Engineering

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 skills, ability and expertise in documentation of and preparation, coordination of preventative maintenance plan for the Power Generating systems in Savaii,
- ii. Demonstrated skills, ability and experience in reading and interpret diagrams for generating systems, diagnose and troubleshoot faults of generating systems,
- iii. Demonstrated ability to prepare, document and report on progress of technical problems in electricity generating systems in Savaii,
- iv. Demonstrated skills and ability to operating computer software used in the maintenance of assets MEX and MS Office Suite for reporting requirements
- v. Well versed with EPC operations and legislations governing its operations,
- vi. Must have good public relations skills and ability to work in collaboration with a team of EPC engineers and IPPs,
- vii. Demonstrated ability to coordinate, lead and supervise a team of technical staff and prepare assessment reports for appraisal of staff,

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|--------------------------------------------------------------------------------------------------------------------------------------------|
| 2. Personal Attributes (refer to JD for full details) |
| i. Prioritizes safety procedures at all times ii. Honest, transparent and accountable iii. Committed and passionate for quality work |
| 3. Experience and Past Work Performance (refer to JD for full details) |
| i. Working experience of more than 5 years in the mechanical, electrical fields |
| 4. Qualifications (refer to JD for full details) |
| i. Minimum education level of a Bachelor's Degree in Electrical and or Mechanical Engineering |

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

If YES, please provide name(s) of your relation(s) and state nature of relationship

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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:

| | |
|--|--|
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| | |

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 (Overseer Power Generation)

(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 skills, ability and expertise in documentation of and preparation, coordination of preventative maintenance plan for the Power Generating systems in Savaii,</i> |
| | <i>ii. Demonstrated skills, ability and experience in reading and interpret diagrams for generating systems, diagnose and troubleshoot faults of generating systems,</i> |
| | <i>iii. Demonstrated ability to prepare, document and report on progress of technical problems in electricity generating systems in Savaii,</i> |
| | <i>iv. Demonstrated skills and ability to operating computer software used in the maintenance of assets MEX and MS Office Suite for reporting requirements</i> |
| | <i>v. Well versed with EPC operations and legislations governing its operations,</i> |

| | | |
|-----------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| | <p><i>vi. Must have good public relations skills and ability to work in collaboration with a team of EPC engineers and IPPs,</i></p> | |
| | <p><i>vii. Demonstrated ability to coordinate, lead and supervise a team of technical staff and prepare assessment reports for appraisal of staff,</i></p> | |
| 2. Personal Attributes | <p><i>i. Prioritizes safety procedures at all times</i></p> | |
| | <p><i>ii. Honest, transparent and accountable.</i></p> | |
| | <p><i>iii. Committed and passionate for quality work</i></p> | |
| 3. Experience and Past Work Performance | <p><i>Working experience of more than 5 years in the mechanical, electrical fields</i></p> | |
| 4. Qualifications | <p><i>Minimum education level of a Bachelor's Degree in Electrical and or Mechanical Engineering</i></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:/...../.....