

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 Admin/Accounts Officer: Savaii**” 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 **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="Accounts/Administration Officer"/>
Position Code	<input type="text" value="SO-P5-AD"/>

Demographics – please tick the appropriate box:

Gender	<input type="checkbox"/>	<input type="checkbox"/>	
	Female	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="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="Accounts/Administration Officer"/>	Position Code:	<input type="text" value="SO-P5-AD"/>
Name:	<input type="text"/>	Date Received	<input type="text"/>
		Email/Postal Address	<input type="text"/>

ELECTRIC POWER CORPORATION



JOB DESCRIPTION

Position Title: Accounts & Administration Officer	Position Code: SO-P5-AD
Position Status: A6/L6 – A7/L7	Salary Grade: \$22,195 – \$26,996
Location: EPC Salelologa, Savaii	
Reports to: Manager Savaii Operations through the Senior Finance & Administration Officer	
Review by: CG/HRM	Date: May 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)

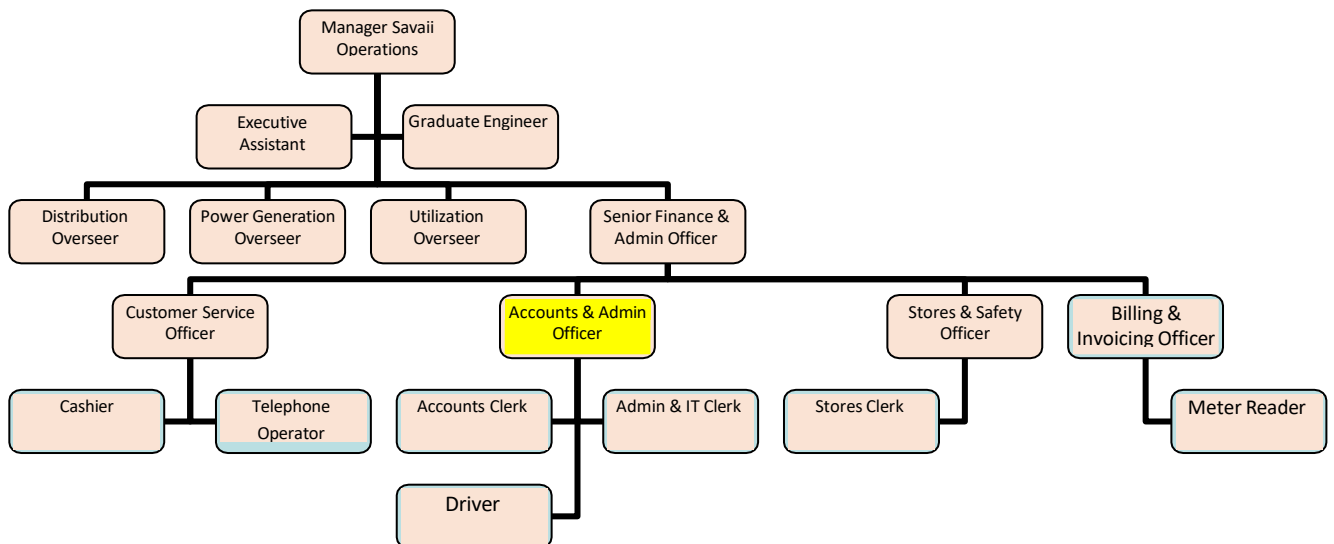
Integrity Absolute and honesty in everything we do

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 EP

ORGANISATIONAL STRUCTURE OF EPC – SAVAII



SUMMARY OF THIS POSITION

The Accounts & Administration Officer or AAO is responsible for receiving and verifying billing and requisitions for goods and services. AAO also ensures that accounts receivable and payable are taken care of in a timely manner. He/she often have to contact clients and vendors to achieve these tasks.

DESIRED OUTPUTS / 'MAJOR CHALLENGES'

The following are outputs expected from the position:

1. All payments are accounted for and properly documented
2. Supplier complaints are attended to and resolved
3. Timely processing of the payroll
4. HR issues are addressed and resolved

DETAILED DESCRIPTION OF DUTIES

Major Responsibilities	Activities	Performance Indicators
1. Prepare Annual Work Plan for the Unit	1.1 Develop the Annual Work Plan for the Accounts & Administration Unit closely linked to the Annual Work Plan of the Finance & Administration Section 1.2 Assist the Senior Finance & Administration Officer to conduct quarterly reviews of the Annual Work Plan	1.1.1 Documented AWP made available 1.2.1 documented input to sessions and updated documented progress and changes made to the Plan

POWER FOR THE NATION

<p>2. General Administration</p>	<p>2.1 Provide quality customer service and assist customers with enquires in an efficient, positive and professional manner</p> <p>2.2 Provide assistance to other team members to ensure a prompt response to all customer enquiries</p> <p>2.3 Provide effective and efficient administration support:</p> <ul style="list-style-type: none"> (i) Book travel arrangement for staff (ii) Spot check attendance registry (iii) Update staff leave cards (iv) Advice management and staff of EPC policies (v) Manage petty cash (vi) Process staff employment benefits when due (vii) Check overtime hours and Input data to process payroll (viii) Prepare and submit vehicle irregularity reports (ix) Assist with investigation of allege staff misconduct (x) Prepare and submit incident/accident reports within 48 hours <p>2.4 Maintain client and vendor files</p> <p>2.5 Maintain inventory of office supplies, and make orders when necessary</p> <p>2.6 Maintain records of complete works/incomplete works including CSO and report to SFAO & MS</p> <p>2.7 Manage Petty cash and prepare summary for reimbursement and disbursement approved by SFAO or MS</p>	<p>2.1.1 improved customer satisfaction</p> <p>2.3.1 minimal disruption to services resulting from delayed arrangements</p> <p>2.4.1 documented records available for efficient retrieval when and as required</p> <p>2.7.1 zero tolerance for discrepancies in management of funds allocated for petty cash</p>
<p>3. Accounts Receivable</p>	<p>3.1 Verification and endorsement of cash receipts transactions including any manual receipts are completed and balanced daily</p> <p>3.2 Ensure banking money is prepared for bank courier pick up in the morning (10am) and</p>	<p>3.1.1 accountable and transparent practises</p>

	<p>afternoon (3pm)</p> <p>3.3 Reconcile bank account and deposit</p> <p>3.4 Register new cash power meters, meter changes and conversion to Suprima on daily basis</p> <p>3.5 Invoice debtors</p> <p>3.6 Monitor and review AR ageing to ensure compliance with agreed payment terms</p> <p>3.7 Administer and communicate customer account closures and follow bad debt process as required</p> <p>3.8 Maintain files on all account receivables and update records as required.</p> <p>3.9 Reconcile e-vends, top up (IXP, Suprima system) on a daily basis</p>	<p>3.3.1 – 3.3.6 improved revenue collection</p> <p>3.7.1 improved customer/supplier satisfaction</p> <p>3.8.1 documented records for easier retrieval/access to files as and when required</p>
<p>4. Accounts Payable</p>	<p>4.1 Create Purchase Orders</p> <p>4.2 Ensure that all non-purchase order invoices are processed and approved/authorised</p> <p>4.3 Batching of invoices</p> <p>4.4 Ensure Online and Cheque payments are processed</p> <p>4.5 Maintain invoice register</p> <p>4.6 Analyse transactions to ensure compliance with financial policies and procedures</p> <p>4.7 Prepare monthly reconciliation statement for:</p> <p>(i) PO/RFPs</p> <p>(ii) fuel consumption</p>	<p>4.1.1 compliance with best accounting practises</p> <p>4.6.1 compliance with best accounting practises</p> <p>4.7.1 nil issues resulting from audit findings</p>
<p>5. Supervision of staff</p>	<p>5.1 Allocate staff duties</p> <p>5.2 Monitor staff performance and make corrective or disciplinary action where necessary</p> <p>5.3 Assist with annual performance review of staff performance and discuss the outcome with staff</p> <p>5.4 Provide on the job coaching and mentoring to improve work performance</p>	<p>5.2.1 compliance with EPC HR Policies</p> <p>5.3.1 – 5.4.1 improved staff performance</p>

6. Other duties	6.1 Perform other duties that falls within your capability 6.2 Support the Finance & Commerce Division when requested	
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SCOPE:

	\$ Direct	\$ Indirect
Staff Accounts Clerk, Driver, IT Assistant		
Budget Allocation		

KEY RELATIONSHIPS

INTERNAL	EXERNAL
EPC Board/Management & Staff	Stakeholders, and community.

Skills and Abilities

1. Demonstrate accuracy and efficiency in data entry
2. Demonstrate sound spreadsheet skills
3. Demonstrate sound communication and presentation skills
4. Demonstrate highly developed customer service skills
5. Demonstrate initiative and attention to detail
6. Demonstrate sound computer operational skills and working knowledge of Microsoft software programs
7. Ability to prioritise and perform multi-task activities

Personal Attributes

1. Reliable and punctual
2. Work accurately to deadlines and not easily distracted
3. Strong work ethics and high level of personal integrity

Experience and Past Work Performance

1. At least Two (2) years of progressive working experience in a customer service oriented environment, accounts payable, receivable, procurement, reconciliation and revenue collection.

Qualifications

1. A Certificate in Accounting, Finance, Banking or Commerce from a tertiary institution
2. A higher qualification will be an advantage.

Electric Power Corporation

Job Application Form

"The Power for the Nation"

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 OPERATIONS	<i>Location</i> SALELOLOGA	
<i>Position Code</i> SO-P6-AD	<i>Title</i> Accounts/Administration Officer	<i>Supervisor Position Code</i> SO-C4-AD	
		<i>Salary Grade</i> A6/L6 - A7/L7	<i>Salary Rate</i> \$22,195 - \$26,996

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 Manager 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 accuracy and efficiency in data entry
2. Demonstrate sound spreadsheet skills
3. Demonstrate sound communication and presentation skills
4. Demonstrate highly developed customer service skills
5. Demonstrate initiative and attention to detail
6. Demonstrate sound computer operational skills and working knowledge of Microsoft software programs
7. Ability to prioritise and perform multi-task activities

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

1. Reliable and punctual
2. Work accurately to deadlines and not easily distracted
3. Strong work ethics and high level of personal integrity

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

1. At least Two (2) years of progressive working experience in a customer service oriented environment, accounts payable, receivable, procurement, reconciliation and revenue collection.

4. Qualifications (refer to JD for full details)

1. A Certificate in Accounting, Finance, Banking or Commerce from a tertiary institution
2. A higher qualification will be 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 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

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



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RESPONSE TO SELECTION CRITERIA FOR THE POSITION OF

[Accounts/Administration Officer]

(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>Demonstrate accuracy and efficiency in data entry</i>	
	<i>Demonstrate sound spreadsheet skills</i>	
	<i>Demonstrate sound communication and presentation skills</i>	
	<i>Demonstrate highly developed customer service skills</i>	
	<i>Demonstrate initiative and attention to detail</i>	
	<i>Demonstrate sound computer operational skills and working knowledge of Microsoft software programs</i>	
	<i>Ability to prioritise and perform multitask activities</i>	
2. Personal Attributes	<i>Reliable and punctual</i>	
	<i>Work accurately to deadlines and not easily distracted</i>	
	<i>Strong work ethics and high level of personal integrity</i>	

3. Experience and Past Work Performance	<i>At least Two (2) years of progressive working experience in a customer service oriented environment, accounts payable, receivable, procurement, reconciliation and revenue collection.</i>	
4. Qualifications	<i>A Certificate in Accounting, Finance, Banking or Commerce from a tertiary institution A higher qualification will be an advantage.</i>	

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