

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 Overseer Distribution – 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 before or on **Friday 24th July 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	EPC
Position Title	Overseer Distribution
Position Code	SO-C4-D

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:	Overseer Distribution	Position Code:	SO-C4-D
Name:		Date Received	
		Email/Postal Address	

ELECTRIC POWER CORPORATION



JOB DESCRIPTION

Position Title: Overseer Distribution	Position Code: SO-C4-D
Position Grade: E6/L6	Salary Grade: \$72,946 per annum
Location: Salelologa Power Station	
Reports to: Manager Savaii Operations	
Review by: SHRM/CG	Date: June 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)

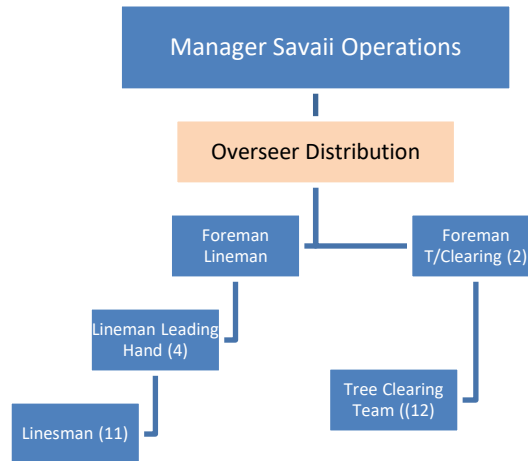
Integrity- Absolute and honesty in everything we do

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

DIVISIONAL STRUCTURE OF SAVAII OPERATIONS



SUMMARY OF THIS POSITION

The Distribution Overseer position is responsible for planning, allocation, supervision, installation, and maintenance work for the overhead line distribution network system in Savaii including all transformers. The candidate in this position leads the line team in a direction that will achieve the goals of the Organisation in its Corporate Plan. The Overseer position assists the Manager of Savaii in its Annual plan preparation and set targets in order to achieve goals.

MAJOR CHALLENGES

1. To reduce the power outage for the island at a lowest level, as well as reducing technical loss of electricity produced.
2. A thorough and complete check of the entire line network in Savaii for overhaul work to reduce system loss.

DETAILED DESCRIPTION OF DUTIES

Major Responsibilities	Activities	Performance Indicators
1. Plans Maintenance Work for the Savaii line distribution network.	1.1. Coordinates with the line foreman and all line team a coordinated plan for an efficient technical minor or major maintenance work of the Savaii overhead line network.	ALL Line maintenance work are properly supervised, checked and conducted.
	1.2. Coordinates a plan for the clearance of trees and tree branches and other physical objects that may interfere with the transmission and distribution of electricity throughout Savaii.	EPC Technical loss in line is greatly reduced by 10% from 14 %

2. Plans with the Engineering Officer the lay out work designs for Savaii line network.	2.1. Coordinates with the Line team any new proposed work design for the Savaii overhead line network. 2.2. Conducts and supervises high voltage line switching for planned and unplanned power outages. 2.3. Coordinates the commissioning of new HV transmission line network. 2.4. Advise SO Manager on recommendations on how to address Low Voltage issues faced by families and villages throughout the network.	Savaii line network improves from its current state with significant reduction of technical loss
3. Conducts regular thorough line inspection of the network for safety purposes as the first priority.	3.1. Carries out a complete inspection of the line network for any planned and unplanned switching, and for power outage suspected of line network cause. 3.2. Conducts megger tests on cables, performing overhead line installation work.	No power outage is recorded from any line network cause
4. Plan and make decision on priority areas for tree clearance	4.1. Make decision on which areas to focus on for tree clearing to prioritize to avoid power outage. 4.2. Ensure safety procedure are undertaken by tree clearing team when clearing energize HV and LV line to avoid any accidents. 4.3. Ensure areas and Feeders are allocated equally among the two tree clearing teams.	No power outages as a result of tree falling on the HV and LV line.
5. Coordinates Safety Procedures for all employees.	Working together with the EPC Safety Officer in coordinating trainings for the EPC employees on all safety matters.	Safety Gear and procedures are adhered to by all staff at all time. Zero Hour Accident achieved in one financial year.

6.Prepare the Line team annual work plan	5.1. Documents all the progressive line work of the division from start to end. 5.2. Prepares orders for all line maintenance work for approval by the Manager. 5.3. Represents the team in meetings.	All progressive work reports are in place.
--	---	--

SCOPE:

	Direct	Indirect
Staff	3	21
Budget Allocation		

KEY RELATIONSHIPS

INTERNAL	EXTERNAL
EPC Savaii Manager, EPC Management and EPC Board of Directors & Staff	Business community Government Corporations and Ministries General Public Local/Overseas Contractors

Skills and Abilities

- i. Excellent understanding of the EPC Savaii line network and demonstrated ability to provide technical solutions to technical problems in order to resolve them on time
- ii. Has the knowledge of electrical system designs with ability to read and interpret technical plans.
- iii. Ability to exercise tact and diplomacy when dealing with EPC staff, other group of electricians and contractors, and the general public when carrying out works.
- iv. Excellent understanding of EPC Safety Requirements
- v. Has the confidence and ability to give advice to EPC for system improvements.
- vi. Ability to write reports in proper format for Management's perusal
- vii. Excellent computer skills and highly literate in other programmes.
- viii. Good time management with ability to prepare work-plans for 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. Has a minimum of three years of practical work experience in electrical works or over 10 years work experience in electrical works.

- ii. Experience with transmission and distribution line construction as a team leader or part of a team that has built electrical lines in the past.
- iii. Experience in designing new electrical line and can build the design using available resources within EPC operation.

Qualifications

- i. A Degree in Electrical Engineering is a great advantage for the position or related field of study or a minimum qualification of a Diploma in Electrical Engineering



Job Application Form

Form 2

Form must be completed by Applicant whether Public Servant or Non Public Servant

Section 1: Position Details

Ministry EPC	Section SAVAII OPERATIONS	Location SALELOLOGA
Position Code SO-C4-D	Title Overseer Distribution	Supervisor Position Code SO-C2-M
	Salary Grade E6/L6	Salary Rate \$72,946

Section 2: Personal Details

First Name:	Last Name:	Other Names:
Gender:	Date of Birth:	NPF No:
Marital Status:	Physical Address (1):	Physical Address (2):
Post Code:	Phone No (1):	Phone No (2):
e-Mail:	Facimile:	

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

Employer's Name	Date	Duration
Position Title	Number of Staff reporting to you	
Main Responsibilities		

Next previous position

Employer's Name	Date	Duration
Position Title	Number of Staff reporting to you	
Main Responsibilities		

Next previous position

Employer's Name	Date	Duration
Position Title	Number of Staff reporting to you	
Main Responsibilities		

Next previous position

Employer's Name	Date	Duration
Position Title	Number of Staff reporting to you	
Main Responsibilities		

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)

- i. Excellent understanding of the EPC Savaii line network and demonstrated ability to provide technical solutions to technical problems in order to resolve them on time
- ii. Has the knowledge of electrical system designs with ability to read and interpret technical plans.
- iii. Ability to exercise tact and diplomacy when dealing with EPC staff, other group of electricians and contractors, and the general public when carrying out works.
- iv. Excellent understanding of EPC Safety Requirements
- v. Has the confidence and ability to give advice to EPC for system improvements.
- vi. Ability to write reports in proper format for Management's perusal
- vii. Excellent computer skills and highly literate in other programmes.
- viii. Good time management with ability to prepare work-plans for staff.

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. Has a minimum of three years of practical work experience in electrical works or over 10 years work experience in electrical works.

4. Qualifications (refer to JD for full details)

- i. A Degree in Electrical Engineering is a great advantage for the position or related field of study or a minimum qualification of a Diploma in Electrical 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 material 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
-----------	------

ELECTRIC POWER CORPORATION



HR-RSA 403(i) Ver.02

RESPONSE TO SELECTION CRITERIA FOR THE POSITION OF

[Overseer Distribution – Savaii Operations]

(to be completed by the Applicant and attach to the application form/letter)

Selection Criteria		State how you meet each selection criterion
Skills and Abilities	i. Excellent understanding of the EPC Savaii line network and demonstrated ability to provide technical solutions to technical problems in order to resolve them on time	
	ii. Has the knowledge of electrical system designs with ability to read and interpret technical plans	
	iii. Ability to exercise tact and diplomacy when dealing with EPC staff, other group of electricians and contractors, and the general public when carrying out works	
	iv. Excellent understanding of EPC Safety Requirements	
	v. Has the confidence and ability to give advice to EPC for system improvements.	
	vi. Ability to write reports in proper format for Management's perusal	
	vii. Excellent computer skills and highly literate in other programmes.	
	viii. Good time management with ability to prepare work-plans for staff.	

2. Personal Attributes	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	Has a minimum of three years of practical work experience in electrical works or over 10 years work experience in electrical works.	
4. Qualifications	A Degree in Electrical Engineering is a great advantage for the position or related field of study or a minimum qualification of a Diploma in Electrical Engineering	

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