

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: Leading Hand Electrical: Savaii (re-ad)**” 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 **Monday, 21st September, 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	Leading Hand Electrical
Position Code	SO-P-LHE

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 stamp 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:	Leading Hand Electrical	Position Code:	SO-P-LHE
Name:		Date Received	
		Email/Postal Address	

ELECTRIC POWER CORPORATION



JOB DESCRIPTION

Position Title: Leading Hand Electrical		Position Code: SO-P-LHE
Position Grade: E3/L3	Salary Grade: \$25,065 - \$35,161 p.a.	
Location: Savaii Operations – Salelologa Office		
Reports to: Overseer & Foreman Electrical		
Review by: HRM/GE SO	Date: August 2026	

VISION

To be a sustainable affordable and resilient electricity provider

MISSION

To provide and maintain quality electricity and customer service through innovative, sustainable and climate resilient infrastructure network, in partnership with customers and stakeholders to support the development of Samoa

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)

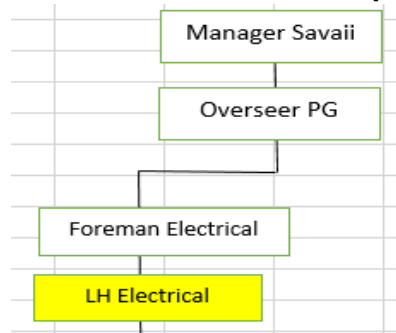
Integrity Absolute and honesty in everything we do

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 – Savaii Operations



SUMMARY OF THIS POSITION.

The candidate for this position will primarily be responsible for the installation, inspection, preventive maintenance, and corrective maintenance of all power-generating electrical assets and equipment at Savaii Operations. Under the guidance of the Overseer Electrical and the direct supervision of the Electrical Foreman, the Leading Hand Electrical will ensure the safe, proficient, and successful completion of all assigned electrical tasks at Savaii Operations.

DESIRED OUTPUTS / 'MAJOR CHALLENGES'.

- i. Ensuring the continuous operational reliability of all electrical components utilized in the operation of the Savaii Operations is of paramount importance.
- ii. A proactive response to emergency breakdowns and after-hours callouts must be maintained while effectively managing routine maintenance schedules.
- iii. The management of limited availability of spare parts and the extended lead times associated with specialized equipment and components is essential to operational efficiency.
- iv. It is also crucial to uphold compliance with safety regulations when working within both high-voltage and low-voltage systems in Savaii Electrical system.

E P C
POWER FOR THE NATION

Responsibilities	Activities/Tasks	Performance Indicators
1. Preventive and corrective maintenance of all electrical components used in control systems, cooling systems, and switchgear operations, both manual and automatic.	Perform scheduled maintenance for all electrical components used in control systems, cooling systems, and switchgear operations, both manual and automatic to prevent failures.	Reduction in downtime and increase in operational availability.
	Conduct electrical inspections and component testing for early fault detection.	Decrease in unexpected asset failures.
	Replace and calibrate malfunctioning sensors, circuit breakers, fuses, and relays in electrical circuits.	Faster issue resolution and enhanced charger reliability.
2. Troubleshooting & Diagnostics of Electrical Systems	Respond to emergency maintenance requests and power failures at Savaii Operations	Reduction in emergency response times.
	Work closely with the Overseer & Foreman to provide real-time asset condition updates.	Accurate and timely reporting of maintenance issues.
	Conduct visual inspections of electrical infrastructure and ensure compliance with EPC safety regulations.	100% compliance with EPC safety policies.
3. Site Inspections & Compliance with Electrical Safety Standards	Perform grounding and insulation resistance tests to prevent electrical hazards.	Reduction in safety incidents and hazards.
	Ensure all electrical systems installation adhere to EPC and national electrical codes.	Zero noncompliance issues reported.
	Assist in the installation and commissioning of new control electrical systems	Successful deployment of new infrastructure within timelines.
4. Installation & Commissioning	Connect power supply lines, test load balancing, and verify	New installations meet operational

of New Equipment	Communication interfaces for any electrical system.	benchmarks and function as expected.
	Record maintenance activities, test results, and asset health reports in the MEX system.	100% accurate asset records and maintenance logs.
5. Emergency & After-Hours Support	Ensure quick restoration of power at BESS sites and EV charging hubs.	Reduction in power restoration time.

KEY RELATIONSHIPS

INTERNAL	EXTERNAL
EPC Management & Staff Asset Management Team ICT Division (for networked charging stations) Power Generation and Distribution Teams Safety & OSH Unit	Equipment suppliers and service contractors Government regulators and safety inspectors

Skills and Abilities

- i. Ability to troubleshoot and repair electrical equipment.
- ii. Experience in low-voltage and high-voltage electrical systems.
- iii. Familiarity with preventive maintenance best practices.
- iv. Strong understanding of workplace safety regulations.
- v. Willingness to work onsite and respond to emergency issues.
- vi. Physical fitness to handle onsite inspections and repairs.
- vii. Excellent verbal and written communication skills in both Samoan and English.
- viii. Computer literacy, with strong report writing, presentation, and record-keeping skills.
- ix. Ability to interpret technical manuals, wiring diagrams, and system schematics.
- x. Knowledge of renewable energy technologies, grid integration, and energy storage principles.
- xi. Practical problem-solving and decision-making skills in high-pressure situations.
- xii. Licensed driver with the ability to operate manual vehicles.

Personal Attributes

1. Demonstrates transparency, accountability, and integrity in all tasks.
2. Upholds EPC's code of ethics and leads by example in professional conduct.
3. Works effectively as part of a team, with a spirit of cooperation and respect for others.
4. Adaptable and proactive in addressing work related challenges.

Past Work Performance and Work Experience

1. Minimum 3 years of experience in electrical maintenance, power distribution, or renewable energy systems.
2. Hands-on experience in repairing and maintaining BESS, Solar systems, and EV charging stations, or similar systems.
3. Must hold a valid driver's license.

Qualifications

1. Certificate or Diploma in Electrical Engineering, Industrial Maintenance, or a related field.
2. Licensed Electrician or Electrical Technician will be an advantage



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 OPERATION	Location SAVAII
Position Code SO-P-LHE	Title Leading Hand Electrical	Supervisor Position Code
	Salary Grade E3/L3	Salary Rate \$25,065

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

<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)

- i.Ability to troubleshoot and repair electrical equipment.
- ii.Experience in low-voltage and high-voltage electrical systems.
- iii.Familiarity with preventive maintenance best practices.
- iv.Strong understanding of workplace safety regulations.
- v.Willingness to work onsite and respond to emergency issues.
- vi.Physical fitness to handle onsite inspections and repairs.
- vii.Excellent verbal and written communication skills in both Samoan and English.
- viii.Computer literacy, with strong report writing, presentation, and record-keeping skills.
- ix.Ability to interpret technical manuals, wiring diagrams, and system schematics.
- x.Knowledge of renewable energy technologies, grid integration, and energy storage principles.
- xi.Practical problem-solving and decision-making skills in high-pressure situations.

xii. Licensed driver with the ability to operate manual vehicles.

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

1. Demonstrates transparency, accountability, and integrity in all tasks.
2. Upholds EPC's code of ethics and leads by example in professional conduct.
3. Works effectively as part of a team, with a spirit of cooperation and respect for others.
4. Adaptable and proactive in addressing work related challenges.

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

1. Minimum 3 years of experience in electrical maintenance, power distribution, or renewable energy systems.
2. Hands-on experience in repairing and maintaining BESS, Solar systems, and EV charging stations, or similar systems.
3. Must hold a valid driver's license.

4. Qualifications (refer to JD for full details)

1. Certificate or Diploma in Electrical Engineering, Industrial Maintenance, or a related field.
2. Licensed Electrician or Electrical Technician 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 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
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ELECTRIC POWER CORPORATION



HR-RSA 403(i) Ver.02

RESPONSE TO SELECTION CRITERIA FOR THE POSITION OF

[Leading Hand Electrical Savaii Operation]

(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. Ability to troubleshoot and repair electrical equipment.	
	ii. Experience in low-voltage and high-voltage electrical systems.	
	iii. Familiarity with preventive maintenance best practices.	
	iv. Strong understanding of workplace safety regulations.	
	v. Willingness to work onsite and respond to emergency issues.	
	vi. Physical fitness to handle onsite inspections and repairs.	
	vii. Excellent verbal and written communication skills in both Samoan and English.	
	viii. Computer literacy, with strong report writing, presentation, and record-keeping skills.	

	ix. Ability to interpret technical manuals, wiring diagrams, and system schematics.	
	x. Knowledge of renewable energy technologies, grid integration, and energy storage principles.	
	xi. Practical problem-solving and decision-making skills in high-pressure situations.	
	xii. Licensed driver with the ability to operate manual vehicles.	
2. Personal Attributes	1. Demonstrates transparency, accountability, and integrity in all tasks.	
	2. Upholds EPC's code of ethics and leads by example in professional conduct.	
	3. Works effectively as part of a team, with a spirit of cooperation and respect for others.	
	4. Adaptable and proactive in addressing work related challenges.	
3. Experience and Past Work Performance	1. Minimum 3 years of experience in electrical maintenance, power distribution, or renewable energy systems. 2. Hands-on experience in repairing and maintaining BESS, Solar systems, and EV charging stations, or similar systems. 3. Must hold a valid driver's license.	
4. Qualifications	1. Certificate or Diploma in Electrical Engineering, Industrial Maintenance, or a related field. 2. Licensed Electrician or Electrical Technician will be an advantage	

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