

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 Assistant System Controller**” 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 matamuf@epc.ws before **Wednesday 31st July 2024 @ 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.

ELECTRIC POWER CORPORATION



JOB DESCRIPTION

Position Title: Assistant System Controller	Position Code: NCC-P-OP
Position Grade: E2/L2 permanent	Salary Grade: \$15,193 - \$19,421
Location: Fuluasou – National Control Dispatching Centre	
Reports to: Overseer Dispatching	
Review by: CG-HRM/NCDC	Date: July 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 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)

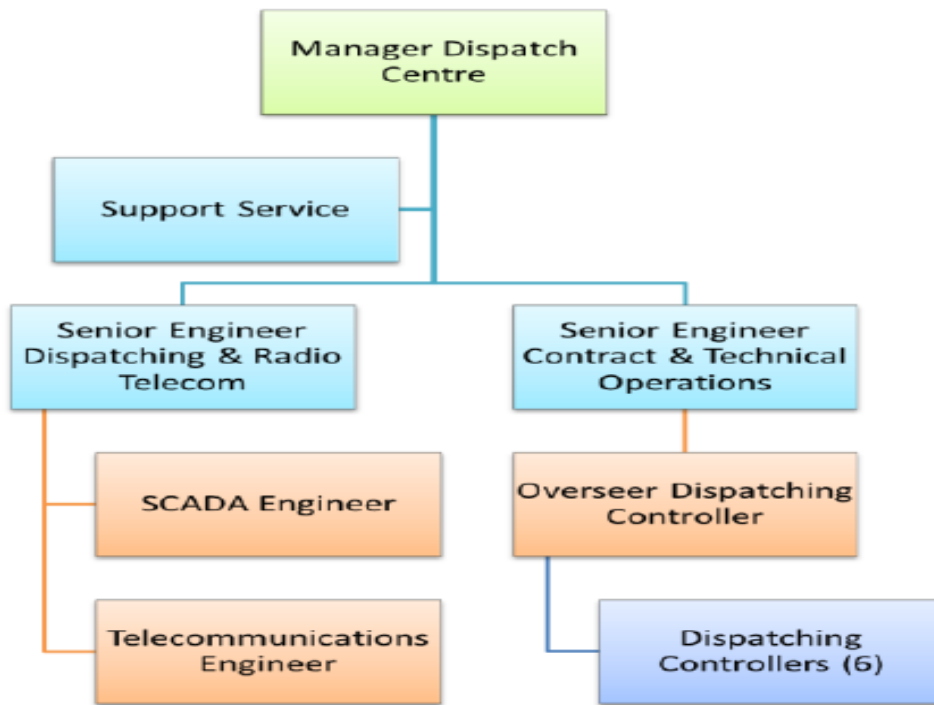
Integrity Absolute and honesty in everything we do

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 National Control Centre



SUMMARY OF THIS POSITION

Candidates in this position is to assist the System Controller in the daily monitoring of generating plants outputs of renewable and thermal sources. Ensures accurate data recording, communication of data for report writing. Requires prolonged concentration in the use of telecommunications and technology in the relaying of the electricity network system data for analysis to ensure system stability. Works on a 24hour shift basis and is required to work on public holidays and Sundays.

DESIRED OUTPUTS / 'MAJOR CHALLENGES'

The following output is expected from the position:

- i. the Control center operates efficiently with clear communications to other EPC stations.
- ii. hydro and diesel generators are economically operated.

Challenges that this job faces are:

- i. unplanned power outages.

DETAILED DESCRIPTION OF DUTIES

Responsibilities/ Expectations	Activities	Performance Indicators
1. Assist in the operations for maximizing of generating of electricity from	1.1 Closely monitors and dispatches controls to prioritize renewable sources and monitor the head-pond levels.	*Minimal disruption to spills from head-ponds *improving contribution of RE to the total production

clean energy		
2. Use SCADA system to monitor and Control generating assets	2.1 Understand and know how to use the SCADA system to efficiently manage operations	*Minimal disruptions to operations with the SCADA system
3. Assists the Overseer /Foreman in Preparation of Shift Roster for operators.	3.1.Monitors the roster and attendance of shift operators. 3.2.supervises and leads the work of shift operators. 3.3. Assists the Overseer in the performance assessment of operators. 3.4.Visits other stations from time to time when needed.	*Shift operators attend their work on schedule. *Operators work is not disrupted.
4. Controls the dispatch of and communicating of operations of the system to and from the Control Centre.	4.1 Closely monitors the power system. 4.2. Closely monitors the operation of diesel and hydro stations for best economical operation output. 4.3. Closely monitors to enable forecasts of hydro loads with amount of water from time to time. 4.4. Dispatches and is in charge of control power system during switching operations. 4.5. Assists and communicates with all in the technical field team in restorations of planned or unplanned power outages. 4.6. Develops and prepares reports on power outage occurring during shift. 4.7 Writes reports on expected faults.	* the system operates efficiently and smoothly all time with very minimal disruption.
5. Responsible for Safety.	5.1. Ensures that shift workers operate in a safer environment and all safety measures are observed by everyone.	*Zero tolerance for accidents/near misses *Accident/Near Miss Free work-station *Employees are well versed with safety PPE and procedures .

KEY RELATIONSHIPS

INTERNAL	EXTERNAL
All Management and EPC Staff.	General Public

Skills & Abilities

1. Demonstrated ability to read and work on the EPC system and assist operators.
2. Demonstrated ability to give technical advice to operators when needed, and giving sound advice on safety procedures.
3. Demonstrated ability to use SCADA system and work on computerised software programmes.
4. Demonstrated ability to work out a balanced shift roster program for operators without any shift disruption.
5. Demonstrated ability to produce written concise reports, communicates well in both Samoan and English.

Personal Attributes

1. Be Accountable to actions, honest and reliable.
2. Demonstrates Passion and Commitment to work.
3. A good communicator to all work colleagues and public.

Experiences and Past Work Performances

1. At least 3 years of experience in technical (electronic/electrical) related work

Qualifications

1. A graduate with a Diploma in Electrical/Mechanical Engineering is required.
Or a Diploma in Science/Technology from a recognised university.



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="Assistant System Controller"/>
Position Code	<input type="text" value="NCC-P1-O"/>

Demographics – please tick the appropriate box:

Gender	<input type="checkbox"/> Female	<input type="checkbox"/> 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="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="Assistant System Controller"/>	Position Code:	<input type="text" value="NCC-P1-O"/>
Name:	<input type="text"/>	Date Received	<input type="text"/>
		Email/Postal Address	<input type="text"/>

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> NATIONAL CONTROL DISPATCHING CENTRE	<i>Location</i> FULUASOU	
<i>Position Code</i> NCC-P1-O	<i>Title</i> Assistant System Controller	<i>Supervisor Position Code</i> NCC-C4-O	
		<i>Salary Grade</i> E2/L2	<i>Salary Rate</i> \$15,193-\$19,421

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 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)

- Demonstrated ability to read and work on the EPC system and assist operators.
2. Demonstrated ability to give technical advice to operators when needed, and giving sound advice on safety procedures.
 3. Demonstrated ability to use SCADA system and work on computerised software programmes.
 4. Demonstrated ability to work out a balanced shift roster program for operators without any shift disruption.
 5. Demonstrated ability to produce written concise reports, communicates well in both Samoan and English.

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

1. Be Accountable to actions, honest and reliable.
2. Demonstrates Passion and Commitment to work.
3. A good communicator to all work colleagues and public.

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

1. At least 3 years of experience in technical (electronic/electrical) related work

4. Qualifications (refer to JD for full details)

1. A graduate with a Diploma in Electrical/Mechanical Engineering is required.
Or a Diploma in Science/Technology from a recognised university.

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



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RESPONSE TO SELECTION CRITERIA FOR THE POSITION OF

[Assistant System Controller]

(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>1. Demonstrated Ability to read and work on the EPC system and assist operators.</i>
	<i>2. Demonstrated ability to give supervision and technical advice to operators when needed, and giving sound advice on safety procedures.</i>
	<i>3. Demonstrated ability to use SCADA system and work on programmes, with good report writing skills.</i>
	<i>4. Demonstrated ability to work out a balanced shift roster program for operators without any shift disruption.</i>
	<i>5. Demonstrated ability to produce written concise reports, communicates well in both Samoan and English.</i>
2. Personal Attributes	<i>1. Be Accountable to actions, hones and reliable.</i>
	<i>2. Demonstrates Passion and Commitment to work.</i>
	<i>3. A good communicator to all work colleagues and public.</i>
3. Experience and Past Work Performance	<i>1. At least 3 years of experience in technical (electronic/electrical) related work</i>

4. Qualifications	<i>1. A graduate with a Diploma in Electrical/Mechanical Engineering is required. Or a Diploma in Science/Technology from a recognize university.</i>	
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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:/...../.....