

# ELECTRIC POWER CORPORATION



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*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 Driver - Tanugamanono**' and addressed to:

The General Manager  
Electric Power Corporation  
Main Office,  
5<sup>th</sup> 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 [corporate@epc.ws](mailto:corporate@epc.ws) before or on **Wednesday 31<sup>st</sup> 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

<b>Position Title:</b> Driver	<b>Position Code :</b> NCC-P1-S
<b>Position Status:</b> Permanent A2/L2	<b>Salary Grade:</b> \$9,254 - \$11,259
<b>Location:</b> Tanugamanono Power Station	
<b>Reports to:</b> Chief Engineer Power Generation	
<b>Review by:</b> MCG/CE- PG/CENCDC	<b>Date:</b> 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

## SUMMARY OF THIS POSITION.

The candidate in this position is responsible for:

1. Driving the Power Generation / National Control/Dispatching Centre vehicle/deliver documents, transport staff and other related services
2. Operates vehicle safely and responsibly, following all traffic laws and regulations. This includes obeying speed limits, traffic signals, and signs.
3. Taking care of the cleanliness of the vehicle
4. Daily Maintenance of the vehicle

## 'MAJOR CHALLENGES'.

1. Candidate may require to work overtime when required.

## DETAILED DESCRIPTION OF DUTIES

Responsibilities/ Expectations	Activities	Performance Indicators
1. Drives the vehicle safely with great care	<ul style="list-style-type: none"><li>• Attends to all the PGD'S requests for the use of vehicle.</li><li>• Safe Operation of Vehicles: The primary responsibility of a driver is to operate their vehicle safely and responsibly, following all traffic laws and regulations. This includes obeying speed limits, traffic signals, and signs.</li><li>• Responsible for transporting passengers or goods. This could include delivering packages, transporting people, or moving cargo/documents etc.</li></ul>	All requests are delivered on time with great care.
2. Vehicle Daily Maintenance.	<ul style="list-style-type: none"><li>• Responsible for ensuring that their vehicle is in good working condition. This may involve routine maintenance tasks like checking tire pressure, oil changes, and performing basic repairs or reporting any issues to Chief Engineer PDG / and Chief Engineer NCDC</li></ul>	Vehicle safety is up to standard

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## KEY RELATIONSHIPS

INTERNAL	EXERNAL
General Manager All Managers All Staff	General Public.

### Skills and Abilities

- i. Strong understanding of traffic rules and regulations, safety driving techniques, and the ability to maintain a safe following distance.
  - ii. Must be physically fit and built to sit for extended periods, or perform other physically demanding tasks. Maintaining good physical fitness can help prevent injuries and ensure the ability to perform job duties effectively.
  - iii. Demonstrates good judgment as is reliable to work in a team at all time
  - iv. Has a sound knowledge of safety procedures and observes safety measures at a high level
  - v. Effective time management skills are essential to ensure deliveries or transportation services are completed on schedule.
- i. Neat and Presentable at all time.
  - ii. Speaks both languages well (Samoan & English)
  - iii. Good Public Relations.

### Personal Attributes

- i. No previous conviction ***(Police Record required)***.
- ii. Upholding strong moral and ethical principles, honesty, and transparency in your actions and decision
- iii. Has the ability to perform heavy duty work and laborious tasks
- iv. Physically and mentally sound
- v. Attentive, responsive and adheres to instructions given by the Supervisor mainly on the field tasks

### Experience and Past Work Performance

- iv. Demonstrated experience in related (driving) positions.
- v. Excellent track record of performance
- vi. Has experience in a high health and safety environment.
- vii. Resides permanently around Town Area.

### Qualifications.

- viii. PSSC or Form 6 Level of Education
- ix. Valid Driver's Licence

**EPCC**  
POWER FOR THE NATION



## 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="Driver"/>
Position Code	<input type="text" value="PG-P1-AA"/>

### 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.

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### 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="Driver"/>	Position Code:	<input type="text" value="PG-P1-AA"/>
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> POWER GENERATION	<i>Location</i> TANUGAMANONO	
<i>Position Code</i> PG-P1-AA	<i>Title</i> Driver	<i>Supervisor Position Code</i> PG-P-AA	
	<i>Salary Grade</i> A2/L2	<i>Salary Rate</i> \$9,254 - \$11,259	

### 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

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 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)

- Strong understanding of traffic rules and regulations, safety driving techniques, and the ability to maintain a safe following distance.
- Must be physically fit and built to sit for extended periods, or perform other physically demanding tasks. Maintaining good physical fitness can help prevent injuries and ensure the ability to perform job duties effectively.
- Demonstrates good judgment as is reliable to work in a team at all time
- Has a sound knowledge of safety procedures and observes safety measures at a high level
- Effective time management skills are essential to ensure deliveries or transportation services are completed on schedule.
- Neat and Presentable at all time.
- Speaks both languages well (Samoan & English)
- Good Public Relations.

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

- i.  No previous conviction (Police Record required).
- ii.  Upholding strong moral and ethical principles, honesty, and transparency in your actions and decision
- iii.  Has the ability to perform heavy duty work and laborious tasks
- iv.  Physically and mentally sound
- v.  Attentive, responsive and adheres to instructions given by the Supervisor mainly on the field tasks

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

- iv.  Demonstrated experience in related (driving) positions.
- v.  Excellent track record of performance
- vi.  Has experience in a high health and safety environment.
- vii.  Resides permanently around Town Area.

**4. Qualifications (refer to JD for full details)**

- viii.  SSC or Form 6 Level of Education
- ix.  Valid Driver's Licence

**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
<b>CODE</b> 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

[Driver]

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

	Selection Criteria	State how you meet each selection criterion
<b>1. Skills and Abilities</b>	<i>Strong understanding of traffic rules and regulations, safety driving techniques, and the ability to maintain a safe following distance.</i>	
	<i>Must be physically fit and built to sit for extended periods, or perform other physically demanding tasks. Maintaining good physical fitness can help prevent injuries and ensure the ability to perform job duties effectively.</i>	
	<i>Demonstrates good judgment as is reliable to work in a team at all time</i>	
	<i>Has a sound knowledge of safety procedures and observes safety measures at a high level</i>	
	<i>Effective time management skills are essential to ensure deliveries or transportation services are completed on schedule.</i>	
	<i>Neat and Presentable at all time.</i>	
	<i>Speaks both languages well (Samoan &amp; English)</i>	
	<i>Good Public Relations.</i>	
<b>2. Personal Attributes</b>	i. No previous conviction <b><u>(Police Record required)</u></b>	

	ii. Upholding strong moral and ethical principles, honesty, and transparency in your actions and decision	
	iii. Has the ability to perform heavy duty work and laborious tasks	
	iv. Physically and mentally sound	
	v. Attentive, responsive and adheres to instructions given by the Supervisor mainly on the field tasks	
<b>3. Experience and Past Work Performance</b>	i. Demonstrated experience in related (driving) positions. ii. Excellent track record of performance iii. Has experience in a high health and safety environment. iv. Resides permanently around Town Area.	
<b>4. Qualifications</b>	v. PSSC or Form 6 Level of Education vi. Valid Driver's Licence	

**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: ...../...../.....