

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 proof of COVID-19 vaccination card; 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 Cashier” 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 or on 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.



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="Cashier"/>
Position Code	<input type="text" value="FC-P-R1"/>

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="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="Cashier"/>	Position Code:	<input type="text" value="FC-P-R1"/>
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> FINANCE/COMMERCE	<i>Location</i> SOGI	
<i>Position Code</i> FC-P-R1	<i>Title</i> Cashier	<i>Supervisor Position Code</i> FC-P-RV	
		<i>Salary Grade</i> A5/L5	<i>Salary Rate</i> \$18,162 - \$21,329

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)

1. Ability to serve the general public well and to their satisfaction.
2. Ability to carry out the exchange of cash/cheques received from customers for payment of electricity bills and cash power.
3. Ability to explain well and clear to customers the EPC procedures and process for payments of electricity and other related matters that a cashier can assist the public to explain.
4. Ability to use computer and fast learner, and works independently with minimum supervision.
5. Good communication skills and patience to handle the clients' complaints with calm.
6. Ability to take up shift work at nigh-time, weekends, and public holidays.

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

1. Has the Passion and Commitment for Cashier work.
2. Practices Accountability and Transparency.

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

1. Past cashier working experience is an advantage, and new graduates without working experience are encouraged to apply.

4. Qualifications (refer to JD for full details)

1. Minimum qualification of a Certificate in Finance/Accounting; and a Diploma in Finance/Accounting is 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
	Samoan	English	Other (specify)			
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.						

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

JOB DESCRIPTION

Position Title: Cashier	Position Code: FC-P-R1
Position Grade: A5/L5 Permanent	Salary Grade: \$18,162 - \$21,329 Plus \$2000 Risk Allowance (p.a.)
Location: TATTE Building or Vaitele	
Reports to: Assistant Manager – Finance, CFO, Manager Finance & Commerce	
Review by: HRM & Finance	Date: July 2024

VISION

“To be a sustainable, affordable and 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

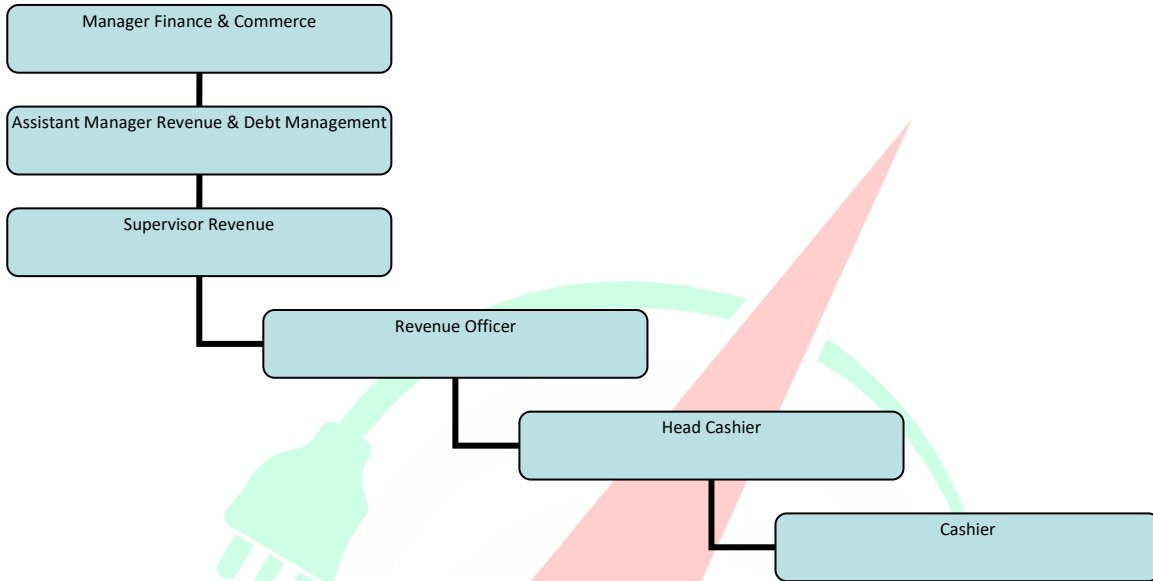
Amidst many challenges, EPC continually strives to improve its overall performance to fulfil its core functions and strategic results to all its stakeholders in Samoa.

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

POWER FOR THE NATION

DIVISIONAL STRUCTURE FINANCE & COMMERCE



SUMMARY OF THIS POSITION

Responsible for daily receiving of cash, system updating, receipt printing and daily reporting.

DESIRED OUTPUTS / 'MAJOR CHALLENGES'

The following output is expected from the position:

- i. Daily report on cash received.

Major challenge of this position is ensuring proper accounting policies are adhered to at all times when receiving cash.

- ii. Working at night time and weekends and public holidays

DETAILED DESCRIPTION OF DUTIES

Responsibilities/ Expectations	Activities	Performance Indicators
1.Ensure cash received is receipted accurately and proper internal control procedures are followed	1.1.Daily receipting of cash received 1.2.Provides care for customers and respond to enquiries 1.3.Follow appropriate procedures for receiving and receipting of cash 1.4.Ensure documentation for daily reconciliation is accurately posted onto systems 1.5.Daily balancing of cash at end of shift. 1.6.reports immediately any error from receipting.	Daily report on cash received Provide accurate information for reporting

	1.7. Daily posting of cash power arrears payment. 1.8. checking of new connections invoices before receipting 1.9. checking of line constructions invoices before receipting.	
2. Contribute to section planning and reporting	2.1. Provides information required for planning and reporting 2.2. Reports on performance indicators	Provide performance appraisal for Manager

KEY RELATIONSHIPS

INTERNAL	EXTERNAL
TL Revenue and Payments, CFO, Assistant Manager, Manager – Finance & Management, other EPC employees	Commercial Banks, and the General public,

Skills and Abilities

1. Ability to serve the general public well and to their satisfaction.
2. Ability to carry out the exchange of cash/cheques received from customers for payment of electricity bills and cash power.
3. Ability to explain well and clear to customers the EPC procedures and process for payments of electricity and other related matters that a cashier can assist the public to explain.
4. Ability to use computer and fast learner, and works independently with minimum supervision.
5. Good communication skills and patience to handle the clients' complaints with calm.
6. Ability to take up shift work at high-time, weekends, and public holidays.

Personal Attributes

1. Has the Passion and Commitment for Cashier work.
2. Practices Accountability and Transparency.

Working Experience

1. Past cashier working experience is an advantage, and new graduates without working experience are encouraged to apply.

Qualification

1. Minimum qualification of a Certificate in Finance/Accounting; and a Diploma in Finance/Accounting is an advantage.

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RESPONSE TO SELECTION CRITERIA FOR THE POSITION OF

[Cashier]

(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>Ability to serve the general public well and to their satisfaction</i>
	<i>Ability to carry out the exchange of cash/cheques' received from customers for payment of electricity bills and cash power</i>
	<i>Ability to explain well and clear to customers the EPC procedures and process for payments of electricity and other related matters that a cashier can assist the public to explain</i>
	<i>Ability to use computer and fast learner and works independently with minimum supervision</i>
	<i>Good communication skills and patience to handle the clients' complaints with calm</i>
	<i>Ability to take up shift work at night-time, weekends and public holidays</i>
2. Personal Attributes	<i>Has the passion and commitment for cashier work</i>
	<i>Practices accountability and transparency</i>
3. Experience and Past Work Performance	<i>Past cashier working experience is an advantage and new graduates without working experience are encouraged to apply</i>
4. Qualifications	<i>Minimum qualification of a Certificate in Finance/Accounting and a Diploma in Finance/Accounting is 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:/...../.....