

# 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 including a copy of the Covid-19 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 Senior Electrical Technician Metering**” 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 [matamuf@epc.ws](mailto:matamuf@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 65 525 or 65 548.



## 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

Position Title

Position Code

### 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.

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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:       Position Code:

Name:       Date Received:

Email/Postal Address:

# ELECTRIC POWER CORPORATION

## JOB DESCRIPTION

<b>Position Title:</b> Senior Electrical Technician Metering	<b>Position Code:</b> QAD-P1-M
<b>Position Grade:</b> E3/L3	<b>Salary Grade:</b> \$25,065 - \$35,161 per annum
<b>Location:</b> Sogi / Vaitele	
<b>Reports to:</b> Team Leader Metering	
<b>Review by:</b> HRM / QAD	<b>Date:</b> 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:

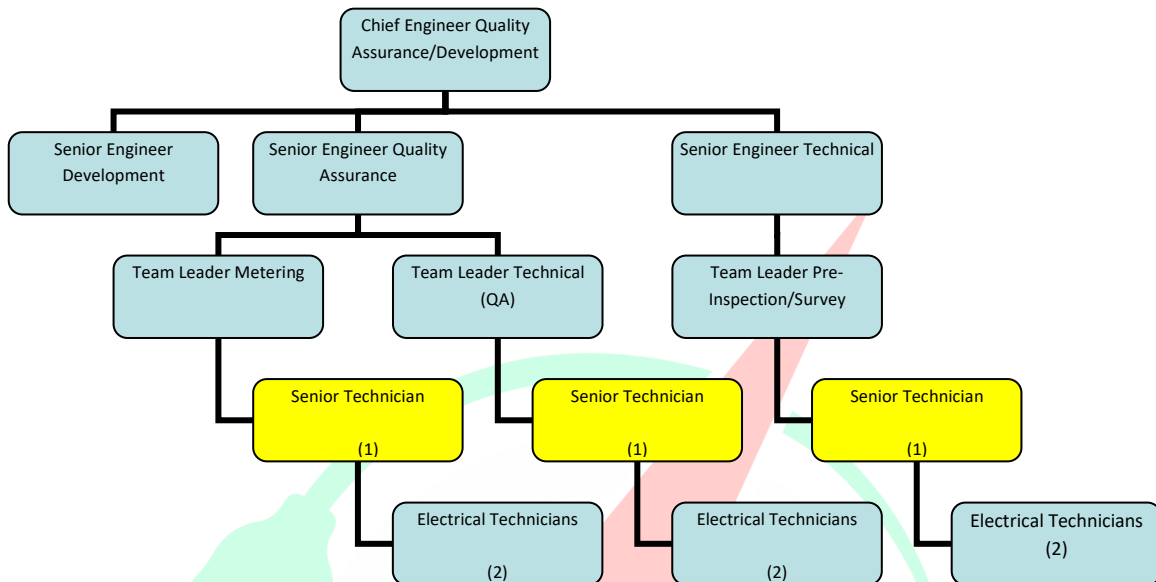
- Increased generation of electricity from renewable sources
- Increased efficiency of power generation and distribution
- More efficient use of electricity by consumers

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

<b>Passion</b>	for excellent customer service
<b>Respect</b>	for all stakeholders (customers, staff, government, community, donors and the environment)
<b>Integrity</b>	Absolute and honesty in everything we do
<b>Innovation</b>	Always looking for better and cheaper ways of doing things
<b>Delivery</b>	Do everything with enthusiasm and determination. Meet the highest standards in everything we do
<b>Empowerment</b>	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 QUALITY ASSURANCE AND DEVELOPMENT



### SUMMARY OF THIS POSITION.

Under the general supervision of the Team Leader Metering, candidates in this position is responsible for providing technical expertise and guidance towards the Units goals and objectives, assist with project planning, mentor junior technicians, troubleshooting complex issues and also implement best practice and standards.

### DESIRED OUTPUTS / 'MAJOR CHALLENGES'

- i. Compliance to EPC adopted code of standards for all electrical wiring works
- ii.

### DETAILED DESCRIPTION OF DUTIES

Major Responsibilities	Activities	Performance Indicators
Assist the Team Leader in implementing the Metering Unit's Work Plan	<p>1.1 Assist in the supervision of the electrical technicians including day to day support and guidance, on-the-job training, and regular one-to-one meetings to identify individual and development needs and monitor performance.</p> <p>1.2 Demonstrate a commitment to EPC's vision and mission, and model organizational values and collaboratively create and generate service experiences that deliver timely quality outcomes for customers.</p>	<ul style="list-style-type: none"> <li>Improved reduction technical losses</li> </ul>
Lead the Technicians in troubleshooting smart meter and meter faults	<p>2.1 Provide high quality information and assistance to customers and stakeholders via phone, face-to-face, email, and other forms of communication.</p>	<ul style="list-style-type: none"> <li>Improved customer satisfaction</li> </ul>

	<p>2.2 Perform effective troubleshooting to identify hazards or malfunctions and repair or substitute damaged units.</p> <p>2.3 Perform remote troubleshooting or data collection for AMI via associated systems including ACE Pilot and Meter Management.</p> <p>2.4 Install of Connected Grid Routers (CGRs) as provided in plans by the Senior Engineer.</p>	
Lead the installation of off-grid solar rooftop systems.	<p>3.1 Oversee the work of electrical technicians.</p> <p>3.2 Carefully study and execute the plans or diagrams from Senior Engineers to prepare for a project.</p> <p>3.3 Install the needed wiring, fixtures, security systems, controls, breakers, etc., to produce a fully functional solar powered electrical system.</p> <p>3.4 Prevent breakdown of systems by routinely inspecting and replacing old wiring and insulated cables, cleaning circuits etc.</p>	<ul style="list-style-type: none"> <li>Off grid customers have access to electricity.</li> </ul>
Reporting	<p>4.1 Inputs data, monitors, reviews, and reports monthly on the service delivery performance of the team and identifies trends, issues, and areas of improvement.</p> <p>4.2 Report on Occupational Health and Safety issues or requirements across the team.</p>	<ul style="list-style-type: none"> <li>Senior Engineer Technical is informed timely on the Metering team work activities and performance.</li> </ul>

**KEY RELATIONSHIPS**

INTERNAL	EXTERNAL
Overseer Electrical Senior Engineer Thermal Chief Engineer Power Generation Power Generation Staff	Suppliers

**POWER FOR THE NATION**

**SELECTION CRITERIA**

**Skills and Abilities**

- i. Demonstrate effective problem solving skills in diagnosing, trouble shooting and repairing electrical faults using a variety of electrical test equipment and meters
- ii. Ability to locate and identify meter malfunctions and/or defections in equipment used in conjunction with electricity meters.
- iii. Demonstrate good communication and report writing skills.
- iv. Demonstrated skills/abilities in customer services and public relations skills

**Personal Attributes**

- i. A team player
- ii. A Good listener
- iii. Well organised

**Experience and past work performance**

Minimum eight (8) years working experience

**Qualifications**

- i. Diploma in Electrical/Electronics or Minimum qualification is a Due Completion Certificate of Apprenticeship or APTC Certificate in electrical, electronic or refrigeration and air conditioning



**EPCC**  
**POWER FOR THE NATION**

# 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> QUALITY ASSURANCE AND DEVELOPMENT	<i>Location</i> SOGI	
<i>Position Code</i> QAD-P1-M	<i>Title</i> Senior Electrical Technician Metering	<i>Supervisor Position Code</i> QAD-C4-M	
		<i>Salary Grade</i> E3/L3	<i>Salary Rate</i> \$25,065 - \$35,161

### 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)

- i. Demonstrate effective problem solving skills in diagnosing, trouble shooting and repairing electrical faults using a variety of electrical test equipment and meters
- ii. Ability to locate and identify meter malfunctions and/or defections in equipment used in conjunction with electricity meters.
- iii. Demonstrate good communication and report writing skills.
- iv. Demonstrated skills/abilities in customer services and public relations skills

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



- i.  team player
- ii.  Good listener
- iii.  Well organised

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

Minimum eight (8) years working experience

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

i.  Diploma in Electrical/Electronics or Minimum qualification is a Due Completion Certificate of Apprenticeship or APTC Certificate in electrical, electronic or refrigeration and air conditioning

**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 materi 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**

[Senior Electrical Technician Metering]

*(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. Demonstrate effective problem solving skills in diagnosing, trouble shooting and repairing electrical faults using a variety of electrical test equipment and meters	
	ii. Ability to locate and identify meter malfunctions and/or defections in equipment used in conjunction with electricity meters.	
	iii. Demonstrate good communication and report writing skills.	
	iv. Demonstrated skills/abilities in customer services and public relations skills.	
<b>2. Personal Attributes</b>	i. A team player	
	ii. A Good listener	
	iii. Well organised	
<b>3. Experience and Past Work Performance</b>	i. Minimum eight (8) years working experience	
<b>4. Qualifications</b>	i. Diploma in Electrical/Electronic or Minimum qualification is a Due Completion Certificate of Apprenticeship or APTC Certificate in electrical, electronic or refrigeration and air conditioning.	

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