

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 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 Quality Assurance**” 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 65 525 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	<input type="text" value="EPC"/>
Position Title	<input type="text" value="Senior Electrical Technician Quality Assurance"/>
Position Code	<input type="text" value="QAD-P-QA"/>

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 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="Senior Electrical Technician Quality Assurance"/>	Position Code:	<input type="text" value="QAD-P-QA"/>
Name:	<input type="text"/>	Date Received:	<input type="text"/>
		Email/Postal Address:	<input type="text"/>

ELECTRIC POWER CORPORATION

JOB DESCRIPTION

Position Title: Senior Electrical Technician Quality Assurance	Position Code: QA-P1-QA
Position Grade: E3/L3	Salary Grade: \$25,065 - \$35,161 per annum
Location: Sogi / Vaitele	
Reports to: Team Leader Quality Assurance / Team Leader Pre-Inspection and Survey	
Review by: HRM / QAD	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
- 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 OF QUALITY ASSURANCE AND DEVELOPMENT

SUMMARY OF THIS POSITION.

Under the general supervision of the Team Leader Quality Assurance, 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 Quality Assurance 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"> • Improved reduction technical losses
Lead the Electrical Technicians in Quality Assurance and Quality Control.	<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> <p>2.2 Assist the Team Leader QA in the quality assurance and quality control of the construction, pre-commissioning and commissioning of transmission, distribution, and service lines.</p> <p>2.3 Perform post-commissioning material reconciliation for transmission, distribution, and service lines.</p> <p>2.3 Respond to enquiries from customers by conducting visual inspections, measurements, and tests on distribution</p>	<ul style="list-style-type: none"> • Improved customer satisfaction • New connection and/or alteration service orders are completed within Service Charter constraints.

	<p>level electrical systems and components to ensure compliance with specifications, drawings, codes, standards, and regulations – not limited to AS/NZ3000:2018 and the EPC Grid Code.</p> <p>2.4 Verifying the proper installation of electrical equipment, wiring, cables, conduits, fixtures, and devices according to approved plans, specifications, and industry standards.</p> <p>2.5 Inspecting and verifying the quality and suitability of electrical materials, components, and equipment, including cables, wires, transformers, and switchgear, panels, and control systems, to ensure conformity with project requirements.</p> <p>2.6 Assist the Team Leader QA in identifying and documenting non-conformities, discrepancies, or deviations from project / approved requirements during inspections and tests, and initiating corrective and preventive actions as necessary to address quality issues and ensure compliance.</p>	
<p>Reporting</p>	<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"> Senior Engineer Quality Assurance is informed timely on the Preinspection team work activities and performance.

KEY RELATIONSHIPS

INTERNAL	EXTERNAL
<p>Overseer Electrical Senior Engineer Thermal Chief Engineer Power Generation Power Generation Staff</p>	<p>Suppliers</p>

SELECTION CRITERIA

Skills and Abilities

- i. Demonstrated skills, abilities and experience in application of technical expertise in electrical Systems, components, and equipment.

- ii. Demonstrated skills, ability to read and interpret electrical schematics, blueprints, and diagrams and proficient in troubleshooting and repairing electrical issues.
- iii. Demonstrated skills, ability and experience in understanding quality assurance principles, methodologies, and standards.
- iv. Demonstrated skills, ability and experience in developing and implementing quality control processes and procedures.
- v. Demonstrated skills, ability and experience to conduct inspections, tests, and audits to ensure compliance with standards and regulations.
- vi. Ability to work collaboratively with team members, contractors, and stakeholders and strong interpersonal skills to effectively convey technical information to non-technical personnel.

Personal Attributes

- i. A team player
- ii. A Good listener
- iii. Strong organizational skills to ensure efficient workflow and adherence to deadlines.

Experience and past work performance

Minimum eight (8) years working experience

Qualifications

- 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



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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-P-QA	<i>Title</i> Senior Electrical Technician Quality Assurance	<i>Supervisor Position Code</i> QA-C4-QA	
		<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. Demonstrated skills, abilities and experience in application of technical expertise in electrical Systems, components, and equipment.
- ii. Demonstrated skills, ability to read and interpret electrical schematics, blueprints, and diagrams and proficient in troubleshooting and repairing electrical issues.
- iii. Demonstrated skills, ability and experience in understanding quality assurance principles, methodologies, and standards.
- iv. Demonstrated skills, ability and experience in developing and implementing quality control processes and procedures.
- v. Demonstrated skills, ability and experience to conduct inspections, tests, and audits to ensure compliance with standards and regulations.
- vi. Ability to work collaboratively with team members, contractors, and stakeholders and strong interpersonal skills to effectively convey technical information to non-technical personnel.

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

- i. team player
- ii. Good listener
- iii. Strong organizational skills to ensure efficient workflow and adherence to deadlines.

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/Electronic 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
	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.	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
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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
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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
 [Senior Electrical Technician Quality Assurance]
(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. Demonstrated skills, abilities and experience in application of technical expertise in electrical Systems, components, and equipment.	
	ii. Demonstrated skills, ability to read and interpret electrical schematics, blueprints, and diagrams and proficient in troubleshooting and repairing electrical issues.	
	iii. Demonstrated skills, ability and experience in understanding quality assurance principles, methodologies, and standards.	
	iv. Demonstrated skills, ability and experience in developing and implementing quality control processes and procedures.	
	v. Demonstrated skills, ability and experience to conduct inspections, tests, and audits to ensure compliance with standards and regulations.	
	vi. Ability to work collaboratively with team members, contractors, and stakeholders and strong interpersonal skills to effectively convey technical information to non-technical personnel.	

2. Personal Attributes	i. A team player	
	ii. A Good listener	
	iii. Strong organizational skills to ensure efficient workflow and adherence to deadlines.	
3. Experience and Past Work Performance	i. Minimum eight (8) years working experience	
4. Qualifications	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:/...../.....