

ELECTRIC POWER CORPORATION



"The Power for a Nation"

HR-RSA 403(ii) ver.02

I N S T R U C T I O N S

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 Supervisor Budget and Assets "** 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 on or before Wednesday 31st July 2024 @ 4.00pm.

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 65 520.



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="Supervisor Budget & Assets"/>
Position Code	<input type="text" value="FC-C4-BA"/>

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

<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="Supervisor Budget & Assets"/>	Position Code:	<input type="text" value="FC-C4-BA"/>
Name:	<input type="text"/>	Date Received	<input type="text"/>
		Email/Postal Address	<input type="text"/>

ELECTRIC POWER CORPORATION

JOB DESCRIPTION

Position Title: Supervisor Budget & Assets	Position Code: FC-C4-BA
Position Grade: E6/S27 contract 3 years	Salary Grade: \$75,332 p.a
Location: Level 5, Tui Atua Tupua Tamasese Efi Building, SOGI	
Reports to: Chief Finance Officer/ Manager Finance & Commerce	
Review by: MFC	Date : 5 th 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:

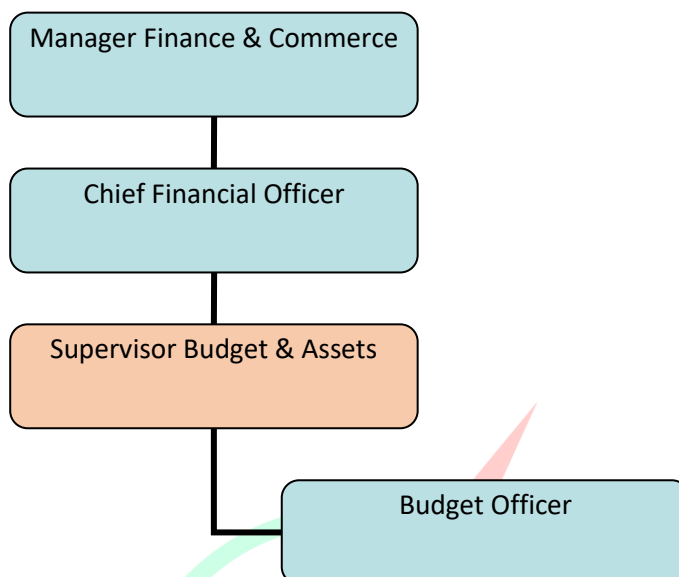
- Increased generation of electricity from renewable sources
- Increased efficiency of power generation and distribution and
- More efficient use of electricity by consumers

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

VALUES

- i) **Passion** for excellent customer service
- 2) **Respect** for all stakeholders (customers, staff, government, community, donors and the environment
- 3) **Integrity**- Absolute and honesty in everything we do
- 4) **Innovation** - Always looking for better and cheaper ways of doing things
- 5) **Delivery** - Do everything with enthusiasm and determination. Meet the highest standards in everything we do
- 6) **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 FINANCE & COMMERCE



SUMMARY OF THIS POSITION

Candidates in this position play a crucial role in ensuring the financial health and efficient operation of the Corporation. He/She is able to balance cost control with the effective management of assets. Major responsibilities include budget management, asset management, financial planning and analysis, compliance and reporting and asserts team leadership within the Finance/Commerce Division. Candidates in this position are proficient in accurately maintaining accounting records and identify trends that will inform decision making by the General Manager, Management and Board of Directors.

DESIRED OUTPUTS / 'MAJOR CHALLENGES'

The following are the outputs expected from the position:

- Draft Budget of EPC based on data and feedback from Managers.
- Draft reports to Management and Board to monitor budgets.
- Deliver training and support for Managers on budget preparation and formulation.
- Draft Multi Year Tariff and Annual Reviews of Tariff for the Regulator's consideration
- Prepare monthly submission of the Energy Charge for the Regulator's consideration
- Effectively Manage the Corporation's Asset Register

The position's main challenge is the efficient allocation of limited financial resources to accommodate the needs of the organisation. Another challenge may be the capacity of Managers to provide the required information for budget preparation and reporting.

DETAILED DESCRIPTION OF DUTIES

Responsibilities/ Expectations	Activities	Performance Indicators
<p>1. Prepare and analyze annual budgets</p>	<p>1.1 Co-ordinate the preparation of the Annual Budget with emphasis on achieving key outputs of the organization as stipulated in its Corporate Plans and Annual Plans</p> <p>1.2 Evaluate the relationships between major activity changes and the financial status of organizations.</p> <p>1.3 Ensure there are adequate funds for activities within the organization.</p> <p>1.4 Employ cost-benefit analysis to review financial requests, assess activity tradeoffs, and explore alternative funding methods.</p> <p>1.5 Provide sound financial advice to CFO and Managers.</p> <p>1.6 Examine past budgets to estimate future financial needs.</p> <p>1.7 Consolidate individual departmental budgets into operating and capital budget summaries.</p>	<p>Draft EPC budget for CFO to finalise</p> <p>Draft reports for Manager approval to Management and Board</p>

	<p>1.8 Evaluate the performance of a division and recommend adjustment to funding if necessary.</p> <p>1.9 Consults with divisional heads to ensure adjustments are made in accordance with activity changes in order to facilitate long-term planning</p> <p>1.10 Provides data to CFO to produce reports for Management, Board and MOF</p> <p>1.11 Draft budget vs expenditure reports for Management and Board</p> <p>1.12 Assist ICT with systems to enable Managers to access budget and expenditure information</p>	
<p>2. Provide guidance for budget preparation, formulation, presentation, and execution.</p>	<p>2.1 Conduct training regarding budget procedures</p> <p>2.2 Conduct training on budget preparation & formulation including templates that will be used</p>	<p>Training delivered to Management and relevant staff</p>
<p>3. Prepare Multi Year Tariff and Annual Tariff Reviews</p>	<p>3.1 In collaboration with the budget process, assist with the preparation of the multi year tariff for submission to the Office of the Regulator</p> <p>3.2 Assist with the annual review of the multi year tariff within the</p>	<p>Multi Year tariff submission to be prepared by March of every 3 months</p> <p>Annual submission on review of the tariff to be prepared by February every year</p>

	<p>specified timeframe</p> <p>3.3 Assist with the public consultation and awareness of the tariff on an annual basis</p>	
<p>4. Ensure the Corporation's Assets Register is effectively managed</p>	<p>4.1 Update the corporation's asset list within the relevant financial system</p> <p>4.2 Undertake periodic asset taking of the corporation to ensure they physically exist and are properly used</p> <p>4.3 In collaboration with the asset management Officer, carry out review of assets to identify major repairs required as well as timeframes for replacements</p> <p>4.4 Update and implement asset replacement policy</p> <p>5.6 Implement the disposal of assets in accordance with the corporation's asset replacement policy</p> <p>5.7 Update accounting policies and procedures in relation to asset register management to ensure changes from time to time are incorporated</p>	<p>Monthly reports on assets</p>
<p>5. Supervise staff and manage Budget/Asset section</p>	<p>5.1 Oversee and verify timesheets</p> <p>5.2 Train staff on the job and deliver refresher training such as budget</p>	<p>Draft section plan for Manager approval</p> <p>Staff workplans targets linked to Division plan</p>

	<p>processes and customer service</p> <p>5.3 Contribute to Division budget and planning</p> <p>5.4 Draft section plan and ensure staff work plans are linked with targets</p> <p>5.5 Assist with the assessment of performance of staff in the budget/asset section in accordance with requirements of Performance Appraisal System</p>	Staff Assessment Forms completed
And any other duties required by the Manager		

SCOPE:

	\$ Direct	\$ Indirect
Staff		
Budget Allocation		

KEY RELATIONSHIPS

INTERNAL	EXTERNAL
All Managers	

Selection Criteria

Skills and Abilities

1. Financial Acumen:

- i. Understanding of Financial Principles: Demonstrated knowledge of budgeting, forecasting, financial analysis, and cost control.
- ii. Analytical Skills: Demonstrated ability to analyse complex financial data, identify trends, and make informed decisions.

2. Asset Management Expertise:

- iii. Lifecycle Management: Demonstrated knowledge of asset lifecycle management, including procurement, maintenance, and disposal.
- iv. Optimization Skills: Demonstrated ability to develop strategies for maximizing the efficiency and lifespan of assets.

3. Leadership and Team Management:

- v. Supervisory Skills: Demonstrated Experience in leading and managing a team, including mentoring and performance management.
- vi. Collaboration: Demonstrated ability to work effectively with other departments and stakeholders to achieve common goals.

4. **Technical Proficiency:**

- vii. Software Skills: Proficiency in financial software, enterprise resource planning (ERP) systems, and asset management tools.
- viii. Regulatory Knowledge: Familiarity with industry regulations, standards, and compliance requirements.

5. **Communication and Presentation:**

- ix. Reporting Skills: Ability to prepare and present financial reports, budgets, and forecasts clearly and accurately.
- x. Interpersonal Skills: Strong communication skills for interacting with senior management, stakeholders, and team members.
- xi. A sound knowledge and understanding of power generating policies and systems, and business environment of EPC

Personal Attributes

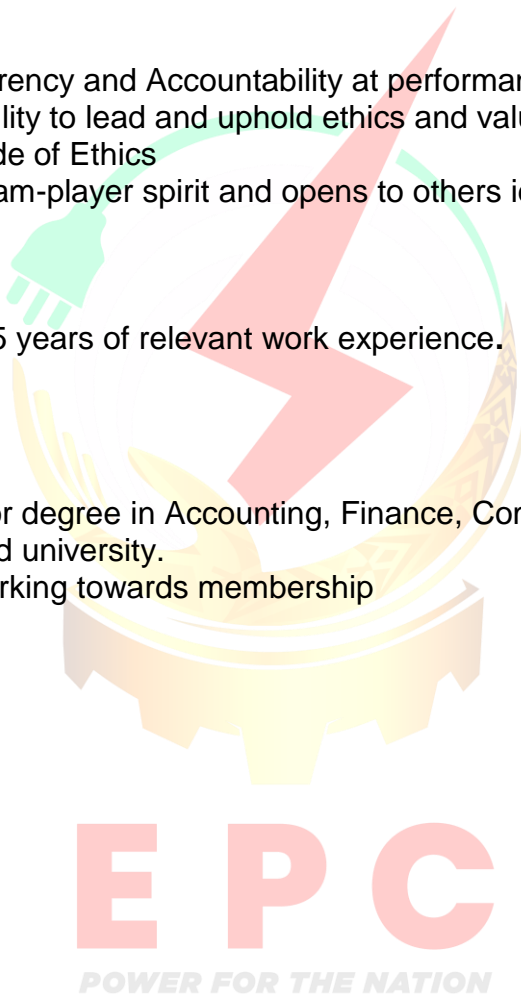
- i. Displays Transparency and Accountability at performance of tasks.
- ii. Demonstrated ability to lead and uphold ethics and values of Accounting practices and Code of Ethics
- iii. Has Excellent Team-player spirit and opens to others ideas for improvement of system

Working Experience

- i. Has minimum of 5 years of relevant work experience.

Qualifications

- i. Minimum Bachelor degree in Accounting, Finance, Commerce or relevant field from an accredited university.
- ii. CPA holder or working towards membership



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-C4-BA	<i>Title</i> Supervisor Budget & Assets	<i>Supervisor Position Code</i> FC-C3-CF	
		<i>Salary Grade</i> E6/L6	<i>Salary Rate</i> \$75,332

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. Financial Acumen:
 - i. Understanding of Financial Principles: Demonstrated knowledge of budgeting, forecasting, financial analysis, and cost control.
 - ii. Analytical Skills: Demonstrated ability to analyse complex financial data, identify trends, and make informed decisions.
2. Asset Management Expertise:
 - iii. Lifecycle Management: Demonstrated knowledge of asset lifecycle management, including procurement, maintenance, and disposal.
 - iv. Optimization Skills: Demonstrated ability to develop strategies for maximizing the efficiency and lifespan of assets.
3. Leadership and Team Management:
 - v. Supervisory Skills: Demonstrated Experience in leading and managing a team, including mentoring and performance management.
 - vi. Collaboration: Demonstrated ability to work effectively with other departments and stakeholders to achieve common goals.
4. Technical Proficiency:
 - vii. Software Skills: Proficiency in financial software, enterprise resource planning (ERP) systems, and asset management tools.

ELECTRIC POWER CORPORATION



HR-RSA 403(i) Ver.02

RESPONSE TO SELECTION CRITERIA FOR THE POSITION OF (Chief Finance Officer)

(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	<p>. <i>Financial Acumen:</i></p> <ul style="list-style-type: none"> i. Understanding of Financial Principles: Demonstrated knowledge of budgeting, forecasting, financial analysis, and cost control. ii. Analytical Skills: Demonstrated ability to analyse complex financial data, identify trends, and make informed decisions. 	
	<p>2. <i>Asset Management Expertise:</i></p> <ul style="list-style-type: none"> i. Lifecycle Management: Demonstrated knowledge of asset lifecycle management, including procurement, maintenance, and disposal. ii. Optimization Skills: Demonstrated ability to develop strategies for maximizing the efficiency and lifespan of assets. 	
	<p>3. <i>Leadership and Team Management:</i></p> <ul style="list-style-type: none"> iii. Supervisory Skills: Demonstrated Experience in leading and managing a team, including mentoring and performance management. iv. Collaboration: Demonstrated ability to work effectively with other departments and stakeholders to achieve common goals. 	
	<p>4. <i>Technical Proficiency:</i></p> <ul style="list-style-type: none"> v. Software Skills: Proficiency in financial software, enterprise resource planning (ERP) systems, and asset management tools. vi. Regulatory Knowledge: Familiarity with industry regulations, standards, and compliance requirements. 	

- viii. Regulatory Knowledge: Familiarity with industry regulations, standards, and compliance requirements.
- 5. Communication and Presentation:
- ix. Reporting Skills: Ability to prepare and present financial reports, budgets, and forecasts clearly and accurately.
- x. Interpersonal Skills: Strong communication skills for interacting with senior management, stakeholders, and team members.
- xi. A sound knowledge and understanding of power generating policies and systems, and business environment of EPC

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

- i. Displays Transparency and Accountability at performance of tasks.
- ii. Demonstrated ability to lead and uphold ethics and values of Accounting practices and Code of Ethics
- iii. Has Excellent Team-player spirit and opens to others ideas for improvement of system

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

- 1. Has minimum of 5 years of relevant work experience.

4. Qualifications (refer to JD for full details)

- i. Minimum Bachelor degree in Accounting, Finance, Commerce or relevant field from an accredited university.
- ii. CPA holder or working towards membership

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	Samoan			
2. Engage freely in discussions, read write more difficult materi	English			
3. Speak, read and write (nearly) as well as mother tongue.	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.

	<p>5. Communication and Presentation:</p> <p>vii. Reporting Skills: Ability to prepare and present financial reports, budgets, and forecasts clearly and accurately.</p> <p>viii. Interpersonal Skills: Strong communication skills for interacting with senior management, stakeholders, and team members.</p> <p>ix. A sound knowledge and understanding of power generating policies and systems, and business environment of EPC</p>	
2. Personal Attributes	i. Displays Transparency and Accountability at performance of tasks.	
	i. Demonstrated ability to lead and uphold ethics and values of Accounting practices and Code of Ethics	
	ii. Has Excellent Team-player spirit and opens to others ideas for improvement of system	
3. Experience and Past Work Performance	i. Has minimum of 5 years of relevant work experience.	
4. Qualifications	<p>i. Minimum Bachelor degree in Accounting, Finance, Commerce or relevant field from an accredited university.</p> <p>ii. CPA holder or working towards membership</p>	

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:/...../.....

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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