

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 including COVID vaccination card 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 Plant Operator Trainee - Fiaga**” 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 msagaga@epc.ws / matamuf@epc.ws on or before Thursday 29th August, 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.

ELECTRIC POWER CORPORATION

JOB DESCRIPTION

Position Title: Plant Operator Trainee	Position Code: PG-P2-RE
Position Grade: E1/L1	Salary Grade: \$11,259 - \$14,030
Location: Fiaga	
Reports to: Senior Engineer Renewable, Chief Engineer Power Generation	
Review by: CG	Date: August 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:

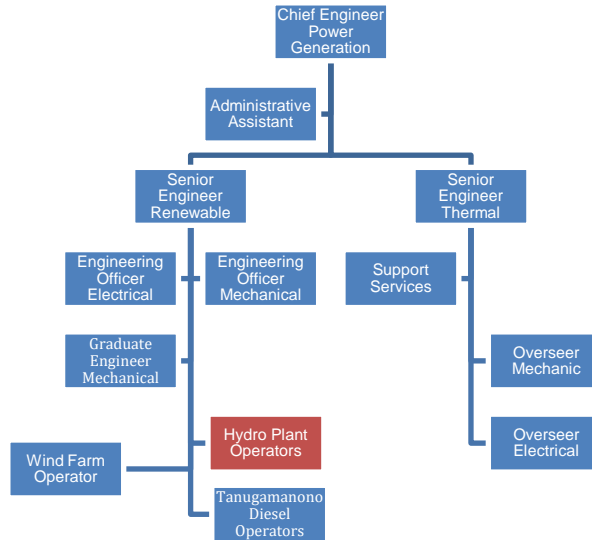
- Increased generation of electricity from renewable sources
- Increased efficiency of power generation and distribution and
- More efficient use of electricity by consumers

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

DIVISIONAL STRUCTURE OF POWER GENERATION



SUMMARY OF THIS POSITION

This position supports the Corporation through the operations of the Power Generation Division in the services relating to the manning of, communicating and recording of power generation equipment outputs used in the generation and distribution of electricity including auxiliary equipment from the designated hydro power plant.

DESIRED OUTPUTS / 'MAJOR CHALLENGES'

- i. Ensuring the accuracy of recorded data for all hydro power plant generating equipment and assets
- ii. Compliance with Health and Safety standards for the safety and well kept state of the Hydro Power Plant

DETAILED DESCRIPTION OF DUTIES

Responsibilities/ Expectations	Activities	Performance Indicators
1. Effectively operate and monitor plant generating equipment and take appropriate actions to ensure safe, efficient and reliable operation of the plant	1.1 Comply with and practice proper equipment clearance procedures 1.2 Properly apply control room guidelines during unit start up and shut down 1.3 Swap fuel oil suction strainers using correct procedures 1.4 Start up and shut down of boiler fuel supply systems 1.5 Locate and property apply according to control room guidelines, all high pressure boiler and turbine drains during unit start up and shut down	Generating plant functional and operational

	<p>1.6 Perform all work in compliance with applicable codes, standards, safety and environment regulations</p> <p>1.7 Ensure that all auxiliary equipment is start up in accordance with established operating to ensure maximum reliability</p> <p>1.8 Monitor functioning of auxiliary equipment and report problems to appropriate personnel</p> <p>1.9 Responsible for station lockout or tag out procedures as mandated by company policy</p> <p>1.10 Stay informed of all operating procedures and changing conditions of the plant from shift to shift</p>	
<p>2. Ensure effective documentation and daily reporting to supervisor in charge</p>	<p>2.1 Maintain required operators documentation including records, log sheets and charts</p> <p>2.2 Keep plant supervisor informed of unusual conditions that might affect plant operation</p> <p>2.3 Maintain communication with National Control Centre (NCC) on system operation and comply with instructions from NCC</p>	<p>Reports property documented and accessible</p>
<p>3. Conduct general plant maintenance i.e. general cleaning of dust, spills, spider webs and premises...in accordance with company guidelines</p>	<p>3.1 Perform weekly plant maintenance assigned to the job</p> <p>3.2 Assist with plant operation, performance testing and other plant maintenance needed</p> <p>3.3 Carry out general housekeeping to maintain a clean and healthy working environment</p>	<p>Full compliance with preventive maintenance guidelines</p>

SCOPE:

Staff	\$ Direct	\$ Indirect
Budget Allocation	0	0

KEY RELATIONSHIPS

INTERNAL	EXTERNAL
<p>Operators</p> <p>National Control Centre</p> <p>Senior Engineer Renewable Energy</p> <p>Chief Engineer Power Generation</p>	<p>Public</p> <p>Villagers</p>

SELECTION CRITERIA**Skills and Abilities**

- Demonstrate concentration skills with the ability to concentrate on the task over a period of time without being distracted
- Attention to detail with the ability to monitor complex controls and machinery to ensure that everything is operating properly.
- Demonstrate good problem-solving skills with the ability to find and quickly solve problems that arise with equipment or controls;
- Demonstrate ability to effectively communicate and follow instructions

Personal Attributes

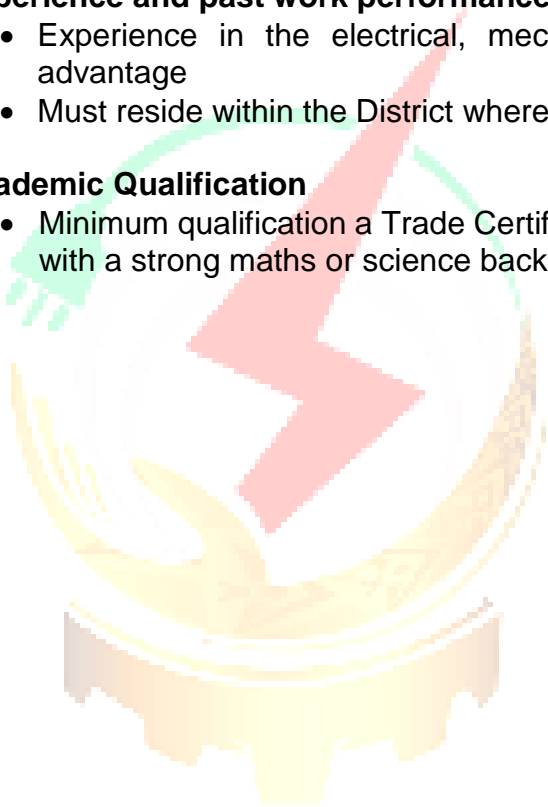
- A Team player
- A good listener
- Is careful, attentive, and persistent

Experience and past work performance

- Experience in the electrical, mechanical or electronic industry will be an advantage
- Must reside within the District where the generation plant is located

Academic Qualification

- Minimum qualification a Trade Certificate in Electrical, Mechanical or Electronics with a strong maths or science background from a recognized institute.



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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="Plant Operator Trainee Fiaga"/>
Position Code	<input type="text" value="PG-P2-RE"/>

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.

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="Plant Operator Trainee Fiaga"/>	Position Code:	<input type="text" value="PG-P2-RE"/>
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> FIAGA	
<i>Position Code</i> PG-P2-RE	<i>Title</i> Plant Operator Trainee Fiaga	<i>Supervisor Position Code</i> PG-P2-RE	
		<i>Salary Grade</i> E1/L1	<i>Salary Rate</i> \$11,259-\$14,030

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)

- Demonstrate concentration skills with the ability to concentrate on the task over a period of time without being distracted
- Attention to detail with the ability to monitor complex controls and machinery to ensure that everything is operating properly.
- Demonstrate good problem-solving skills with the ability to find and quickly solve problems that arise with equipment or controls;
- Demonstrate ability to effectively communicate and follow instructions

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

- Team player
- good listener
- careful, attentive, and persistent

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

- Experience in the electrical, mechanical or electronic industry will be an advantage
- Must reside within the District where the generation plant is located

4. Qualifications (refer to JD for full details)

- Minimum qualification a Trade Certificate in Electrical, Mechanical or Electronics with a strong maths or science background from a recognized institute.

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 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



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RESPONSE TO SELECTION CRITERIA FOR THE POSITION OF

[Plant Operator Trainee]

(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>Demonstrate concentration skills with the ability to concentrate on the task over a period of time without being distracted</i>
	<i>Attention to detail with the ability to monitor complex controls and machinery to ensure that everything is operating properly.</i>
	<i>Demonstrate good problem-solving skills with the ability to find and quickly solve problems that arise with equipment or controls;</i>
	<i>Demonstrate ability to effectively communicate and follow instructions</i>
2. Personal Attributes	<i>A team Player</i>
	<i>A good listener</i>
	<i>Is careful, attentive and persistent</i>
3. Experience and Past Work Performance	<i>Experience in the electrical, mechanical or electronic industry will be an advantage</i>
	<i>Must reside within the District where the generation plant is located</i>
4. Qualifications	<i>Minimum qualification a Trade Certificate in Electrical, Mechanical or Electronics with a strong maths or science background from a recognized institute.</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:/...../.....