

ELECTRIC POWER CORPORATION

INSTRUCTIONS



HR - RSA 403(ii) ver.02

The application pack contains the **application form, job description, selection criteria and Authorization Form.**

Applicants must:

1. Complete the application form;
2. Address as part of the application form how you meet the position essential selection criteria through work or life experience;
3. A complete curriculum vitae of minimum 3 pages or more;
4. Attach all supporting documents 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 “**Senior Network Administrator**” and addressed to:

The General Manager
Electric Power Corporation
Main Office,
5th Floor, TATTE Building, Sogi

Applications are to be delivered to the EPC Main Office or via email to matamuf@epc.ws before or on **Friday 06th September 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="Senior Network Administrator"/>
Position Code	<input type="text" value="ICT-C4-N"/>

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="Senior Network Administrator"/>	Position Code:	<input type="text" value="ICT-C4-N"/>
Name:	<input type="text"/>	Date Received	<input type="text"/>
		Email/Postal Address	<input type="text"/>

ELECTRIC POWER CORPORATION

JOB DESCRIPTION

Position Title: Senior Network Administrator	Position Code: ICT-C4-N
Position Grade: A11/L11	Salary Grade: \$72,946 p.a
Location: EPC Head Office - TATTE Building Sogi, Level 5	
Reports to: Manager Information Communication and Technology	
Review by: MICT / CG-HRM	Date: June 2024

Vision

To be a sustainable electricity provider in the Region

Immediate Vision

Increased access by all people of Samoa to quality and affordable electricity supply

Mission

To provide and maintain quality electricity and customer service through innovative, sustainable and climate resilient infrastructure, in partnership with customers and stakeholders to support the development of Samoa

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:

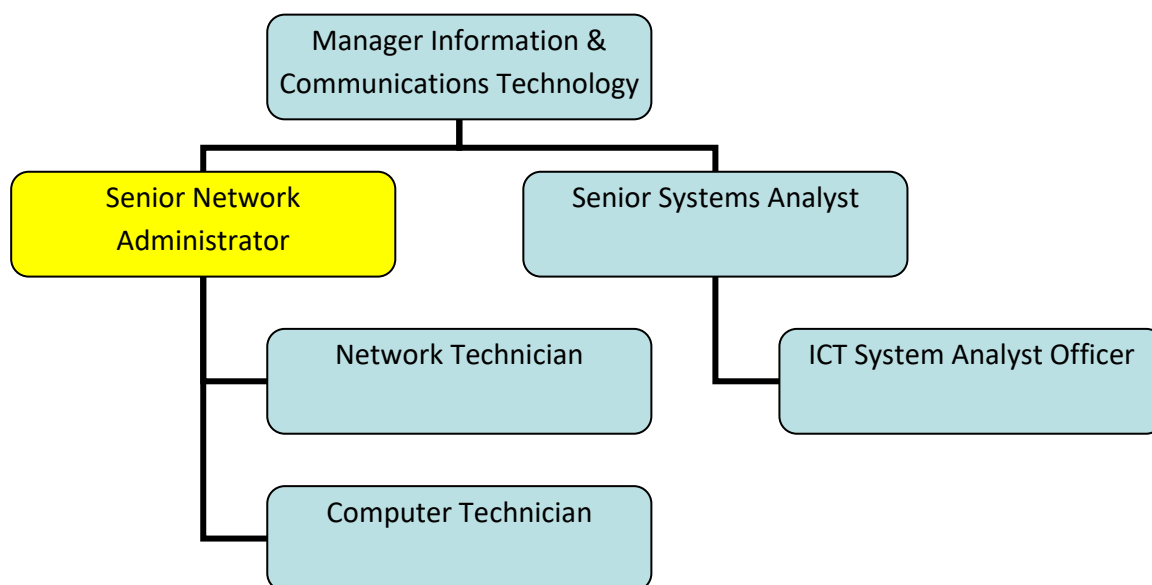
- Increased generation of electricity from renewable sources
- Increased efficiency of power generation and distribution
- More efficient use of electricity by consumers

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 ICT DIVISION



SUMMARY OF THIS POSITION.

The primary responsibility of the position is to provide advanced technical services in the development, implementation and maintenance of the Corporation's Local and Wide Area Networks (LAN/WAN), and other telecommunications.

DESIRED OUTPUTS / 'MAJOR CHALLENGES'

Personal capability:

- Actively participate in the Corporation's ongoing training, development and performance planning and appraisal processes.

Planning:

- Actively participate in planning own work programme, e.g. daily, weekly, monthly, etc.
- Provide input as required into team, sectional and/or Corporation planning.

Corporation policies and practices:

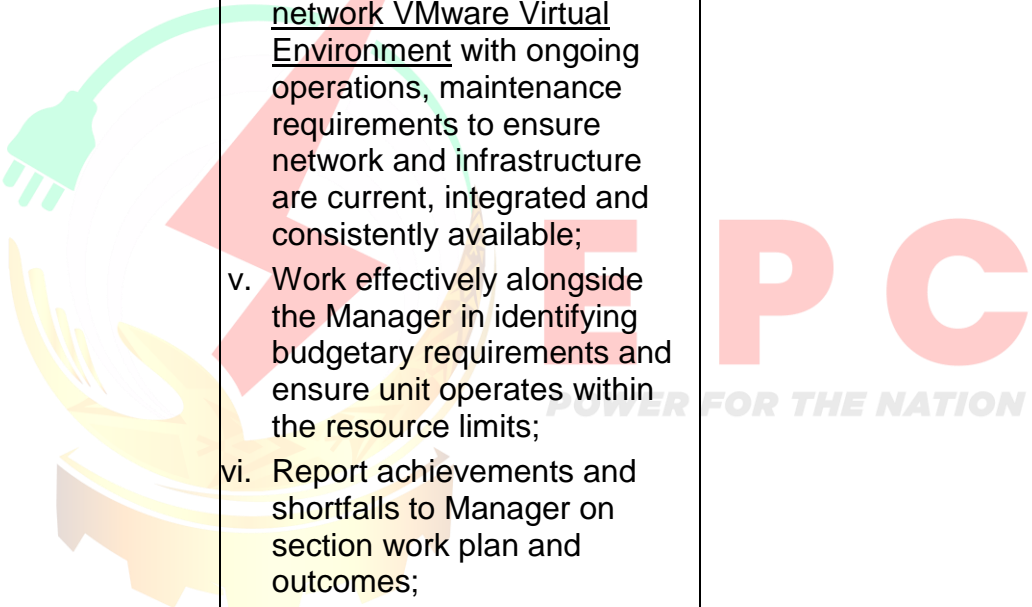
- Meet the obligations of all Corporation employees via compliance with the Corporation's business policies and practices.
- Understand the legislation, regulations and other technical frameworks that the Corporation upholds, protects and operates within.

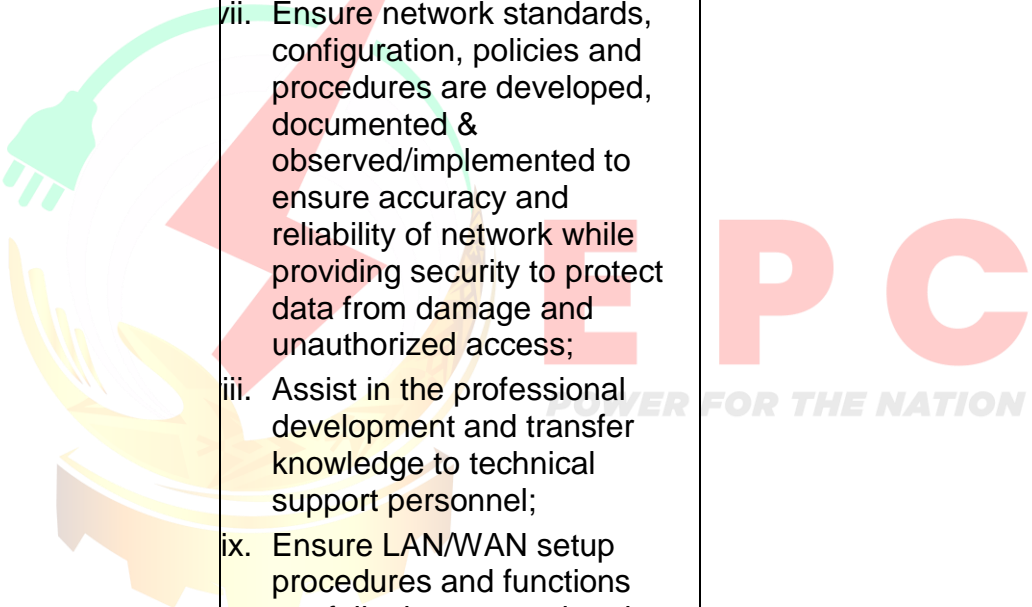
Health and safety:

- Follow and support work practices that are safe and promote personal wellbeing.

DETAILED DESCRIPTION OF DUTIES

Major Responsibilities	Activities	Performance Indicators
Leadership role	i. Assists the Manager ICT in the establishment of the ICT goals, objectives, and operational priorities in the	<ul style="list-style-type: none"> • Detailed Performance Indicators (PI) are drafted in the Annual Work Plan (AWP)

	<p>Section Management and Detailed Work Plan;</p> <p>ii. Plans, coordinates and oversees <u>ICT network</u> activities in order to ensure service levels and customer requirements are identified and consistently attained;</p> <p>iii. Direct, motivate and train <u>ICT network</u> personnel in current and new system setup in order to maintain authorized complement and qualified staff;</p> <p>iv. Coordinates the implementation and/or upgrades of core <u>ICT network VMware Virtual Environment</u> with ongoing operations, maintenance requirements to ensure network and infrastructure are current, integrated and consistently available;</p> <p>v. Work effectively alongside the Manager in identifying budgetary requirements and ensure unit operates within the resource limits;</p> <p>vi. Report achievements and shortfalls to Manager on section work plan and outcomes;</p> <p>vii. Performance plan review of staff under his/her supervision;</p>	
<p>Key Duties and Responsibilities include but not limited to</p>	<p>i. Manage & implement necessary daily <u>network and infrastructure</u> administration matters;</p> <p>ii. Setup and install all <u>LAN/WAN</u> components;</p> <p>iii. Provide and carry out backup and disaster recovery processes and procedures all throughout the <u>network</u>, and test business continuity;</p> <p>iv. Monitor and fine tune the <u>network</u> performance to</p>	<ul style="list-style-type: none"> • Detailed Performance Indicators (PI) are drafted in the Annual Work Plan (AWP) • Performance Appraisals (PA) will be specific in each Financial Year (FY). Each PA will be assess according the AWP each FY.

	<p>ensure maximum uptime, and ensure to provide a stable, effective & efficient network and infrastructure, and available at all times;</p> <p>v. Plan, conduct and monitor proactive maintenance activities required to ensure ongoing network operations are met at all levels;</p> <p>vi. Conduct root cause analysis and problem rectification, and implement urgent changes required due to a fault or incident, apply system updates and configuration changes;</p> <p>vii. Ensure network standards, configuration, policies and procedures are developed, documented & observed/implemented to ensure accuracy and reliability of network while providing security to protect data from damage and unauthorized access;</p> <p>viii. Assist in the professional development and transfer knowledge to technical support personnel;</p> <p>ix. Ensure LAN/WAN setup procedures and functions are fully documented and up-to-date;</p> <p>x. Other duties as directed from time to time;</p>	
<p>Technical Skills</p>	<p>i. Advance working knowledge of TCP/IP Networking in LAN/WAN;</p> <p>ii. Advance knowledge in Problem solving/Trouble shooting skills;</p> <p>iii. Good knowledge of VMware Virtual Network Environment</p> <p>iv. Good team work, results focus and applying Business Knowledge;</p> <p>v. Excellent attention to details</p>	<ul style="list-style-type: none"> • PI will assess and appraise according to the AWP of each FY. • Technical Skills (TS) will be assess accordingly in each FY using the PA process.

	& concern for Quality & Standards; vi. Continuous Improvement Focus;	
Other tasks	Commit, participate and complete other Corporation-related tasks, assignments and projects as requested on an ad hoc basis that are within the incumbent's capabilities.	<ul style="list-style-type: none"> Other Tasks (OT) will be drafted into each AWP, and review according to the PA process.

KEY RELATIONSHIPS

INTERNAL	EXTERNAL
EPC Staff	Stakeholders, Vendors, Suppliers, etc.

SELECTION CRITERIA

Skills and Abilities

- i. MCP/MCDST/MCSA/MCSE/MCDBA/A+/CISCO certification or demonstrated equivalent knowledge (**essential**);
- ii. Good knowledge of Microsoft Products and Technologies - Windows Server, Active Directory, Windows Workstation, ISA/TMG/Proxy, etc. (**essential**);
- iii. Good knowledge of VMware Virtual Network Environment (**essential**);
- iv. Good knowledge of Open-Source Systems like Linux, Red Hat, Ubuntu, OpenSUSE, etc. (**essential**);
- v. Knowledge of AS400 and iSeries IBM system (**essential**);
- vi. Experience and understanding of telecommunications (**essential**);
- vii. Excellent Leadership skills and able to lead staff by example (**essential**);
- viii. Very well developed written and verbal communication skills in both Samoan and English (**essential**);
- ix. Knowledge and understanding of the Corporation's vision, structure and people management policies and practices (**desirable**);
- x. Advanced technical and functional knowledge of automated processes, main automated database and networking systems; (**desirable**);
- xi. Excellent organizational skills to manage diverse range of tasks, meet timelines and work under own initiative (**desirable**);
- xii. Excellent Leadership skills and able to lead by the team by examples (**desirable**);
- xiii. Proven ability to effectively manage and coordinate user-oriented computing activities for an organization (**desirable**);
- xiv. Ability to communicate easily with both technical and non-technical staff (**desirable**);
- xv. Demonstrate skills in computer administration and hardware maintenance (**desirable**);
- xvi. Excellent knowledge of Windows and Linux operating systems and SQL or Oracle database systems, and desktop applications (**desirable**);

- xvii. Effective (written and verbal) communication, reporting and presentation skills **(desirable)**;
- xviii. Excellent analytical skills and commitment to continuous process improvement**(desirable)**;

Personal Attributes

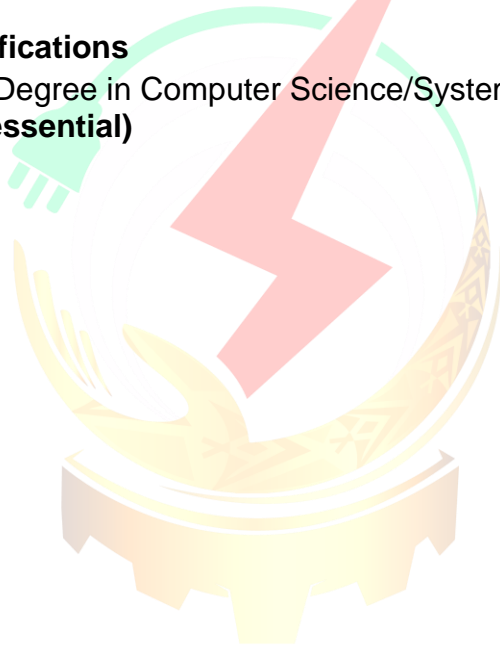
- Excellent Team Player;
- Passion for ICT work in a dynamic working environment;
- Honest and reliable;
- Communicate effectively

Experience and past work performance

- At least five (5) years ICT industry experience in similar role **(essential)**

Qualifications

- Degree in Computer Science/Systems or other related technology discipline **(essential)**



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> ICT	<i>Location</i> SOGI	
<i>Position Code</i> ICT-C4-N	<i>Title</i> Senior Network Administrator	<i>Supervisor Position Code</i> ICT-C2	
		<i>Salary Grade</i> E6/L6	<i>Salary Rate</i> \$72,946

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. MCP/MCDST/MCSA/MCDBA/A+/CISCO certification or demonstrated equivalent knowledge
- ii. Good knowledge of Microsoft Products and Technologies - Windows Server, Active Directory, Windows Workstation, ISA/TMG/Proxy, etc. (essential)
- iii. Good knowledge of Vmware Virtual Network Environment (essential)
- iv. Good knowledge of Open-Source Systems like Linux, Red Hat, Ubuntu, OpenSUSE, etc. (essential)
- v. Knowledge of AS400 and iSeries IBM system (essential)
- vi. Experience and understanding of telecommunications (essential)
- vii. Excellent leadership skills and able to lead staff by example (essential)
- viii. Very well developed written and verbal communication skills in both Samoan and English
- ix. Knowledge and understanding of the Corporation's vision, structure and people management policies and practices (essential)
- x. Advanced technical and functional knowledge of automated processes, main automated database and networking systems (desirable)

- xi. Excellent organizational skills to manage diverse range of tasks, meet timelines and work under own initiative (desirable)
- xii. Proven ability to effectively manage and coordinate user-oriented computing activities for an organization (desirable)
- xiii. Ability to communicate easily with both technical and non-technical staff
- xiv. Demonstrate skills in computer administration and hardware maintenance (desirable)
- xv. Excellent knowledge of Windows and Linux operating systems and SQL or Oracle database systems, and desktop applications
- xvi. Effective (written and verbal) communication, reporting and presentation skills (desirable)
- xvii. Excellent analytical skills and commitment to continuous process improvement (desirable)

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

- i. Excellent Team Player
- ii. Passion for ICT work in a dynamic working environment
- iii. Honest and reliable;
- iv. Communicate effectively

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

- i. At least five (5) years ICT industry experience in similar role (essential)

4. Qualifications (refer to JD for full details)

- i. Degree in Computer Science/Systems or other related technology discipline (essential)

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
-----------	------

ELECTRIC POWER CORPORATION



HR-RSA 403(i)Ver.02

RESPONSE TO SELECTION CRITERIA FOR THE POSITION OF

[Senior Network Administrator]

(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	1. MCP/MCDST/MCSA/MCSE/MCDB A/A+/CISCO certification or demonstrated equivalent knowledge (essential);	
	2. Good knowledge of Microsoft Products and Technologies - Windows Server, Active Directory, Windows Workstation, ISA/TMG/Proxy, etc. (essential);	
	3. Good knowledge of VMware Virtual Network Environment (essential);	
	4. Good knowledge of Open-Source Systems like Linux, Red Hat, Ubuntu, OpenSUSE, etc. (essential);	
	5. Knowledge of AS400 and iSeries IBM system (essential);	
	6. Experience and understanding of telecommunications (essential)	
	7. Excellent Leadership skills and able to lead staff by example (essential);	
	8. Very well developed written and verbal communication skills in both Samoan and English (essential);	

	9. Knowledge and understanding of the Corporation's vision, structure and people management policies and practices (desirable)	
	10. Advanced technical and functional knowledge of automated processes, main automated database and networking systems; (desirable)	
	11. Excellent organizational skills to manage diverse range of tasks, meet timelines and work under own initiative (desirable) ;	
	12. Excellent Leadership skills and able to lead by the team by examples (desirable) ;	
	13. Proven ability to effectively manage and coordinate user-oriented computing activities for an organization (desirable) ;	
	14. Ability to communicate easily with both technical and non-technical staff (desirable) ;	
	15. Demonstrate skills in computer administration and hardware maintenance (desirable) ;	
	16. Excellent knowledge of Windows and Linux operating systems and SQL or Oracle database systems, and desktop applications (desirable) ;	
	17. Effective (written and verbal) communication, reporting and presentation skills (desirable) ;	
	18. Excellent analytical skills and	

	commitment to continuous process improvement(desirable);	
2. Personal Attributes	i. Excellent Team Player;	
	ii. Passion for ICT work in a dynamic working environment;	
	iii. Honest and reliable;	
	iv. Communicate effectively	
3. Experience and Past Work Performance	<ul style="list-style-type: none"> ▪ At least five (5) years ICT industry experience in similar role (essential) 	
4. Qualifications	<ul style="list-style-type: none"> ▪ Degree in Computer Science/Systems or other related technology discipline (essential) 	

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