

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 Principal Legal Officer**”, 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 **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="Principal Legal Officer"/>
Position Code	<input type="text" value="ES-C4-L"/>

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="Principal Legal Officer"/>	Position Code:	<input type="text" value="ES-C4-L"/>
Name:	<input type="text"/>	Date Received	<input type="text"/>
		Email/Postal Address	<input type="text"/>

ELECTRIC POWER CORPORATION

JOB DESCRIPTION

Position Title: Principal Legal Officer	Position Code: ES-C4-ML
Position Grade: E13/L13 Contract 3 years	Salary Grade: \$72,946
Location: Level 5 – TATTE Building Sogi	
Reports to: Manager Legal Services	
Review by: ML/CG-HRM	Date: August 2024

VISION 2025

“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
- More efficient use of electricity by consumers

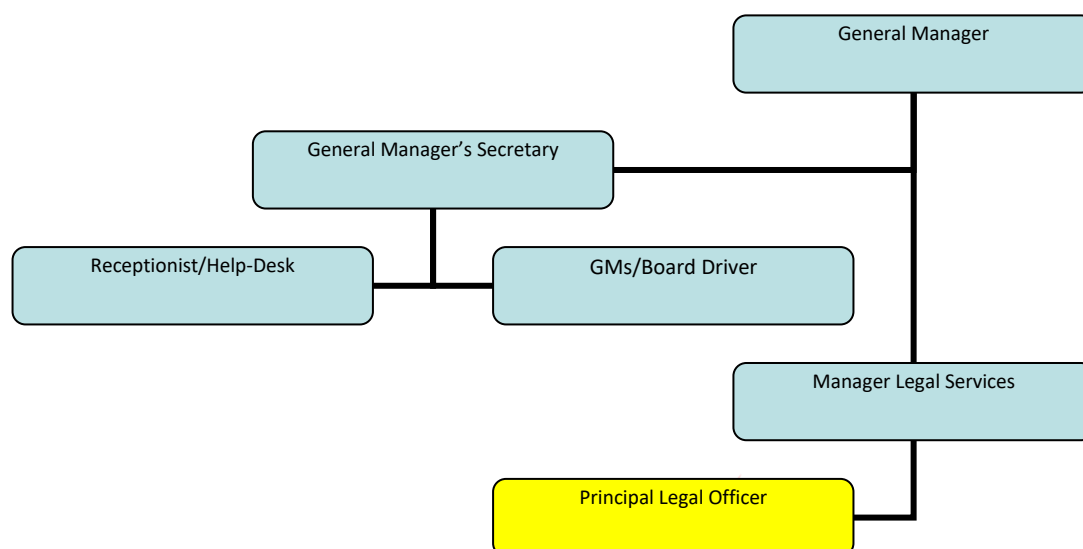
Amidst many challenges, EPC continually strives to improve its overall performance to fulfil its core functions and strategic results to all its stakeholders in Samoa.

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

STRUCTURE OF EXECUTIVE SERVICES



SUMMARY OF THIS POSITION.

Under the direction of the Manager Legal (the “ML”), the candidate will provide specialized support to the Division in fulfilling its role to conduct research on policies and drafting policies for the Corporation. The candidate will review and analyze the existing policies and draft new policies suitable to the current trends of the working environment, and be in line with government legislations, board resolutions, and working conditions of the Corporation. These policies are to be approved by the Board of Directors for the successful operation of the Corporation in order to achieve its goals and objectives, vision and mission in the Corporate Plans. In addition, candidates in this position also assists in the coordination, conducting of investigations to breaches in such policies affecting the EPC workforce and its operations. Drafts tender documents/contracts when and as required. The position also provides support to Manager Legal in its role of Legal services in the Corporation.

DESIRED OUTPUTS / ‘MAJOR CHALLENGES’

The following are the key outputs and main challenges of this position:

- Ethical guidelines of conducting investigations using proper procedures and methods
- Threats from the public upon approach of investigations
- Acquiring feedback for policies drafted for endorsement and approval
- Quality and extensive research on utility type policies

DETAILED DESCRIPTION OF DUTIES

Major Responsibilities	Activities	Performance Indicators
Policy development, coordination, review, monitoring and vetting	1.1 Draft, review and ensure the completion of due process for policy formulation. 1.2 Vet policies in accordance with Govt. laws and regulation. 1.3 Assist ML in required review of EPC Act and other relevant	<ul style="list-style-type: none"> • Timely review of policies in line with prevailing Laws • Timely vetting of policies

	legislations to EPC services	
Execution and preparation of contracts and other legal documents	<p>2.1 Draft and prepare procurement tender documents and contracts.</p> <p>2.2 Assist ML in the preparation of and execution of commercial employment and other legal documents.</p> <p>2.3 2.3 Review and screen tender documentation for applicable EPC services.</p> <p>2.4 Review of documents and commercial contracts (PPA's, et al) before submission to Manager Legal to finalize.</p>	<ul style="list-style-type: none"> • Timely execution of contracts • Tender documents in line with GoS procurement standards • Timely submission of contracts for review
Representation and Litigation	<p>3.1. Assist Manager Legal Services in representing the Corporation in litigation matters.</p> <p>3.2. Carry out research and prepare legal documents for court for review by ML</p> <p>3.3 Draft, review and submit report on all court matters to ML.</p>	<ul style="list-style-type: none"> • Efficient submission of required documentation representation and litigation • Timely progress reports submitted on matters when and as required by Management and Board.
Investigation of EPC cases	<p>4.1 Attend and undertake necessary actions in the investigation of suspected breaches of policy involving EPC personnel and services in collaboration with Governance and Audit Team.</p> <p>4.2 Attend, investigate and report on suspected and confirmed theft of electricity (meter tamper) with relevant and appropriate EPC Technical teams.</p> <p>4.3 Consult with relevant legal authorities (MoP, OAG et al) on the completion of investigations.</p>	<ul style="list-style-type: none"> • Timely submission of investigation reports for decision making • Compliance with due process
Commercial debt management (recovery)	<p>5.1 Lead the review of and execution of debt collection controls in line with relevant laws/regulations.</p> <p>5.2 Assist Finance/QAD Team in the recovery of outstanding monies owed to EPC.</p>	<ul style="list-style-type: none"> • Effective and efficient debt recovery controls enforced • Accessible documentation when and as required

	5.3 Report on progress of all legal recovery work required in debt collection	
Report Writing	6.1. Draft monthly updates on progress against the Divisional Annual Work Plan. 6.2. Assist ML to provide progress reports when and as requested by Executive (Board, GM and Management).	<ul style="list-style-type: none"> • Timely submission of monthly progress reports when and as requested.
Legal advice	7.1. Assist ML in providing legal advice to Management and Board when and as required on EPC matters. 7.2. Follow up and document required advice	<ul style="list-style-type: none"> • Timely informed advice for decision making • Compliance with relevant laws, regulations and Corporation policies
Acting Manager Legal Services	8.1 Act in the capacity of Manager in absence. 8.2 Any other duties assigned by ML from time to time	<ul style="list-style-type: none"> • Represent EPC Legal Team in Meetings • Timely submission report on all duties performed

SELECTION CRITERIA

Skills and Abilities

- i. Demonstrated skills, abilities and experience in commercial law interpretation, negotiation and business optimum performance for utility-based operation of EPC,
- ii. Exercise sound expert independent judgment and political assessments within policy guidelines.
- iii. Establishes and maintains highly effective working relations with all EPC Staff and Management.
- iv. Excellent communication and interpersonal skills with ability to listen effectively respond appropriately and maintain mutual level while relating to a diverse workforce.
- v. Exercise tact and diplomacy in dealing with sensitive, complex and confidential issues and situation.
- vi. Proven analytical, planning and organizing skills with ability effective body of the organization.

Personal Attributes

- i. Display a high degree of professional work ethics
- ii. Display honesty, decisiveness and a high level of integrity.
- iii. Work well under pressure and meeting deadlines
- iv. Maintain confidentiality of information at all times

Experience and past work performance

- i. Minimum working experience of 5 years in legal profession/services
[ESSENTIAL]

- ii. Successful progressive working experience in commercial enterprises/utilities is an advantage

Qualifications

- I. Minimum Qualification of a Bachelor's Degree in Law (LLB)



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> EXECUTIVE SERVICES	<i>Location</i> SOGI	
<i>Position Code</i> ES-C4-L	<i>Title</i> Principal Legal Officer	<i>Supervisor Position Code</i> ES-C2-ML	
		<i>Salary Grade</i> E13/L13	<i>Salary Rate</i> \$72,946 p.a

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 commercial law interpretation, negotiation and business optimum performance for utility based operation as EPC,
- ii. Exercise sound expert independent judgment and political assessments within policy guidelines.
- iii. Establishes and maintains highly effective working relations with all EPC Staff and Management.
- iv. Excellent communication and interpersonal skills with ability to listen effectively respond appropriately and maintain mutual level while relating to a diverse workforce.
- v. Exercise tact and diplomacy in dealing with sensitive, complex and confidential issues and situation.
- vi. Proven analytical, planning and organizing skills with ability effective body of the organization.

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

- i. Display a high degree of professional work ethics
- ii. Display honesty, decisiveness and a high level of integrity.
- iii. Work well under pressure and meeting deadlines
- iv. Maintain confidentiality of information at all times

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

- i. Minimum working experience of 5 years in legal profession/services [essential]
- iii. Successful progressive working experience in commercial enterprises/utilities is an advantage

4. Qualifications (refer to JD for full details)

Bachelor of Laws (LLB) with relevant combination of Economics/Commercial Law as major

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
	Samoan	English	Other (specify)			
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.						

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

[Principal Legal 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	<i>i. Demonstrated skills, abilities and experience in commercial law interpretation, negotiation and business optimum performance for utility-based operation of EPC,</i>	
	<i>ii. Exercise sound expert independent judgment and political assessments within policy guidelines.</i>	
	<i>iii. Establishes and maintains highly effective working relations with all EPC Staff and Management.</i>	
	<i>iv. Excellent communication and interpersonal skills with ability to listen effectively respond appropriately and maintain mutual level while relating to a diverse workforce.</i>	
	<i>v. Exercise tact and diplomacy in dealing with sensitive, complex and confidential issues and situation.</i>	
	<i>vi. Proven analytical, planning and organizing skills with ability effective body of the organization.</i>	
2. Personal Attributes	<i>i. Display a high degree of professional</i>	

	<i>work ethics</i>	
	<i>ii. Display honesty, decisiveness and a high level of integrity.</i>	
	<i>iii. Work well under pressure and meeting deadlines</i>	
	<i>iv. Maintain confidentiality of information at all times</i>	
3. Experience and Past Work Performance	i. Minimum working experience of 5 years in legal profession/services [ESSENTIAL]	
	ii. Successful progressive working experience in commercial enterprises/utilities is an advantage	
4. Qualifications	Minimum Qualification of a Bachelor's Degree in Law (LLB)	

Declaration and Authorisation

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 authorise 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:/...../.....