

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 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 a copy of the COVID 19 vaccination 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 “**Tree Clearing Laborer – Vaitele DU**” 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 or matamuf@epc.com before or on Friday 06th September 2024 on or before @ 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="Tree Clearing Labourer"/>
Position Code	<input type="text" value="DU-"/>

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="Tree Clearing Labourer"/>	Position Code:	<input type="text" value="DU-"/>
Name:	<input type="text"/>	Date Received	<input type="text"/>
		Email/Postal Address	<input type="text"/>

ELECTRIC POWER CORPORATION

JOB DESCRIPTION

Position Title: Tree Clearing Labourer	Position Code:
Position Grade: A2/L2 Permanent	Salary Grade: \$9,254 - \$11,259
Location: EPC Vaitele Compound	
Reports to: Foreman Tree Clearing/ Chief Engineer Distribution/Utilization	
Review by: CG/HRM/MCG	Date : July 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

- 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 DISTRIBUTION/UTILIZATION

SUMMARY OF THIS POSITION

The candidate in this position works with other Tree Clearing Labourers under the direction of Foreman Tree Clearing/Chief Engineer Distribution and Utilization to remove trees, limbs and bushes from the electric power lines in order to reduce any potential hazards.

DESIRED OUTPUTS / ‘MAJOR CHALLENGES’.

All planned and unplanned tree clearing work are carried out in a proper and timely manner for smooth linework operations while always considering safety as priority.

DETAILED DESCRIPTION OF DUTIES

Major Responsibilities	Activities	Performance Indicators
1. Clears away trees that could affect high/low voltage lines	1.1 Cutting down trees overhead affecting the voltage lines 1.2 Remove excess of trees in low voltage line 1.3 Hygienic to be applied in conclusion to ensure no further hazards for public	Tree Clearing is carried out effectively and efficiently for high/low voltage lines and avoids any future hazards.
2. Attends EPC shutdowns	2.1 Attends EPC scheduled shutdowns and follows strict instructions from supervisors 2.2 Works with team during tree clearing assignments 2.3 Responsive and reports exact situations of high/low voltage to supervisor	Works with other team members to assist Foreman/Overseer to maintain a high level of performance.

KEY RELATIONSHIPS

INTERNAL	EXTERNAL
Foreman Tree Clearing Overseer Tree Clearing Chief Engineer Distribution/Utilization, Manager Savaii Operations EPC Support Services	Public

Skills and Abilities

- i. Demonstrates a sound knowledge of the relation between tree clearing services and power voltages

- ii. Must be physically fit and built to climb heights and clear areas with high/low voltages
- iii. Demonstrates good judgment as is reliable to work in a team at all times
- iv. Has a sound knowledge of safety procedures and observes safety measures at a high level
- v. Demonstrate skills of using tools like; chain saws of any size, bush knives, axes etc.

Personal Attributes

- i. Has the ability to perform heavy duty work and laborious tasks
- ii. Physically and mentally sound
- iii. Attentive, responsive and adheres to instructions given by the Supervisor mainly on the field tasks

Experience and Past Work Performance

- i. Some work in tree clearing services and has past experiences with handling labour tools for tree clearing purposes. Has experience in a high health and safety environment.

Qualifications

- i. Certificates and Diploma graduates in electrical without work experience are encouraged to apply



Electric Power Corporation

Job Application Form**Form 2**

"The Power for the Nation"

Form must be completed by Applicant whether Public Servant or Non Public Servant

Section 1: Position Details

<i>Ministry</i> EPC	<i>Section</i> DISTRIBUTION AND UTILIZATION	<i>Location</i> VAITELE	
<i>Position Code</i> DU-P-TC	<i>Title</i> Tree Clearing Labourer	<i>Supervisor Position Code</i> DU-C4-DC	
	<i>Salary Grade</i> A2/L2	<i>Salary Rate</i> \$9,254 - \$11,259	

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. Demonstrates a sound knowledge of the relation between tree clearing services and power voltages
- 3
- ii. Must be physically fit and built to climb heights and clear areas with high/low voltages
- iii. Demonstrates good judgment as is reliable to work in a team at all times
- iv. Has a sound knowledge of safety procedures and observes safety measures at a high level
- v. Demonstrate skills of using tools like; chain saws of any size, bush knives, axes etc.

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

- i. Has the ability to perform heavy duty work and laborious tasks
- ii. Physically and mentally sound
- iii. Attentive, responsive and adheres to instructions given by the Supervisor mainly on the field tasks

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

- i. Some work in tree clearing services and has past experiences with handling labour tools for tree clearing purposes. Has experience in a high health and safety environment.

4. Qualifications (refer to JD for full details)

- i. Certificates and Diploma graduates in electrical without work experience are encouraged to apply

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

(Tree Clearing Labourer – Vaitele DU)

(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.</i> Demonstrates a sound knowledge of the relation between tree clearing services and power voltages	
	<i>ii.</i> Must be physically fit and built to climb heights and clear areas with high/low voltages	
	<i>iii.</i> Demonstrates good judgment as is reliable to work in a team at all times	
	<i>iv.</i> Has a sound knowledge of safety procedures and observes safety measures at a high level	
2. Personal Attributes	<i>i.</i> Has the ability to perform heavy duty work and laborious tasks	
	<i>ii.</i> Physically and mentally sound	
	<i>iii.</i> Attentive, responsive and adheres to instructions given by the Supervisor mainly on the field tasks	
3. Experience and Past Work Performance	<i>i.</i> Some work in tree clearing services and has past experiences with handling labour tools for tree clearing purposes. Has experience in a high health and safety environment.	
4. Qualifications	<i>i.</i> TVET Certificate in Electrical Engineering and Diploma graduates without work experience are encouraged to apply	

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