

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 for Overseer Electrical (RE)**” 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**

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="Overseer Electrical (RE)"/>
Position Code	<input type="text" value="PG-CE-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="Overseer Electrical (RE)"/>	Position Code:	<input type="text" value="PG-CE-RE"/>
Name:	<input type="text"/>	Date Received	<input type="text"/>
		Email/Postal Address	<input type="text"/>

ELECTRIC POWER CORPORATION

JOB DESCRIPTION

Position Title: Engineer/Overseer Electrical RE	Position Code: PG-C4-RE
Position Status: A11 / L11 Contract	Salary Grade: \$72,946
Location: Tanugamanono Power Station	
Reports to: Senior Engineer RE / Chief Engineer PGD	
Review by: CE-PG	Date: July 2024

VISION 2025

“To be a sustainable electricity provider in the Region”

IMMEDIATE VISION

“Increased access by all people of Samoa to quality & affordable electricity supply”

MISSION

“To provide & maintain quality electricity & customer service through innovative, sustainable & climate resilient infrastructure, in partnership with customers & 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:

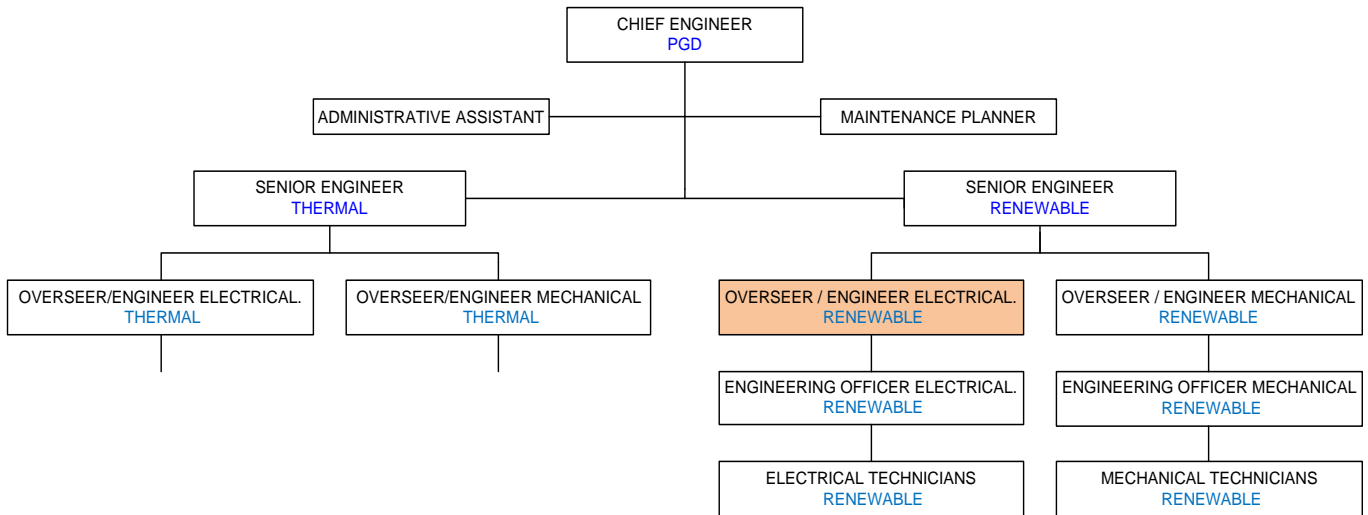
- Increased generation of electricity from renewable sources
- Increased efficiency of power generation and distribution and
- More efficient use of electricity by consumers

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 DIVISION



SUMMARY OF THIS POSITION:

The candidate in this position is a member of a team responsible for managing optimum and safe operations of all EPC Renewable Energy (RE) generators & related power generating equipment through professional asset management standards & effective Preventative Maintenance & Servicing (PMS) program.

He/She ensures all RE Section generators & related power generating equipment Electricians are at their best possible performance levels at all times. Implement, monitor & continually improve preventative maintenance & servicing (PMS) work plans/schedules of all RE assets & equipment Electricians. Collaborate with Division/Section Engineers (Mechanical, Senior and Chief), to persistently review resource requirements (staff, tooling, spare parts, etc.) to enhance PMS & RE plants electrical capacities.

DESIRED OUTPUTS / MAJOR CHALLENGES:

The following are the key outputs of this position:

- Co-ordinates & continually improves PMS monthly work-plans/schedules for all RE generators & related power generating equipment to ensure their optimal electrical health & soundness in electricity generation. Proactive electrical faults identification, assessments and swift remedials.
- Actively reports & discusses with RE Engineers (Mechanical, Senior and Chief) the electrical operational performances of RE generators & related power generating equipment, their efficiencies & the effectiveness of PMS work-plans/schedules, explicitly the successes, the failures & more importantly the strategies to improve.
- Monitors & analyzes electrical performance data of RE generators & equipment to improve RE contribution in overall power generation. Develops & implements action plans to reduce Electrical System Losses within approved limits, to reduce local & parasitic consumption & maximize return on new RE investments. Electrical System Loss is reduced as a result of good system insight, backed up with effective, efficient & continually improved responses to electrical system maintenance & repairs.
- Supervises proper implementation of PMS work-plans (Asset Management Program MEX), in accordance with Approved EPC Safety Policies, Standard Operating Procedures, Best Electrical Practices & timely responses to earn customer respect & satisfaction in EPC's service provision.

- Reviews & discusses with RE Engineers (Mechanical, Senior & Chief) resources requirements (staff, tooling, spare parts, etc.) that best serve the power generating responsibilities of RE Section. Professional reporting & communication with proficiency in fault finding, technical analysis & spare parts inventory competency.
- Upholds the Mandate of EPC to provide quality & affordable electricity supply for our Customers & Stakeholders 24/7.

One of the challenges for the position Engineer/Overseer Electrical RE is the scattered, remote & distant locations of RE power plants & sites. Careful planning & Safety preparedness is essential. RE works can require working long periods in the field outside normal working hours including weekends & public holidays.

Furthermore, the position Engineer/Overseer Electrical RE is responsible not only to ensure optimum performance levels of RE generators & related power generating equipment Electrics via efficient OEM (Original Equipment Manufacturer) recommended upkeeps & MEX driven PMS schedule, but to also seek cost effective means (spare parts, technical assistance, etc.) to carry out PMS for RE generators, related electrical power generating equipment & auxiliaries.

DETAILED DESCRIPTION OF DUTIES

Major Responsibilities	Activities	Performance Indicators
1. Improved Asset Management. Plan & implement PMS for all RE generators & related power generating electrical equipment at RE plants & sites	<p>1.1 Capture & register ALL RE electrical assets & equipment including their specifications in MEX (Asset Management Program).</p> <p>1.2 Generate PMS work plans for all RE electrical assets & equipment.</p> <p>1.3 Implement & complete work plans for PMS within approved timelines</p> <p>1.4 Prepare & submit timely works reports on PMS implementation</p>	<ul style="list-style-type: none"> • Optimum operational performances & soundness of all RE electrical power generating assets & equipment (hydro, solar & wind) • Approved records & reports of all RE electrical assets & equip. PMS • An up to date register in MEX of all RE electrical assets & equip. including their specifications in MEX.
2. Co-manage RE spare parts inventory to ensure availability of correct electrical PMS spares of all RE power generating assets & equip.	<p>2.1 Conduct routine checks of inventory to ensure availability of electrical parts (critical spares & consumables) for PMS of RE power generating assets & equip.</p> <p>2.2 Take part in (Finance & Audit) Stock Takes & report on availability of spare parts for PMS of all RE power generating assets & equip.</p> <p>2.3 Develop good business partnership with OEM manufacturers & suppliers of electrical spare parts for all RE power generating assets & equip. Facilitate tenders & orders for RE</p>	<ul style="list-style-type: none"> • Availability of spare parts for PMS work-plans of all electrical assets & equipment at FPS. • Minimal downtimes & breakdowns of RE power generating assets & equip. due to correct stock of spares carried in inventory.

	electrical spares in accordance to Govt. Procurement Policies & guidelines	
3. Lead a proactive PMS approach through on-the-job training for staff on electrical fault-finding, trouble-shooting & repairs	<p>3.1 Analyse electrical “trips & faults” to identify root causes & apply correct remedies.</p> <p>3.2 Carry out conditional inspections of major electrical assets (motors, alternators, battery banks, etc.) in accord to the manufacturer’s recommendations.</p> <p>3.3 Carry out routine inspections of all electrical assets & equip. in accord to the OEM recommendations.</p> <p>3.4 Continually improve spare parts inventory to ensure efficient corrective action of “trips & faults”</p>	<ul style="list-style-type: none"> • Approved records & reports of proactive PMS approach for all RE power generating assets & equip. Electrics. • Availability of spare parts for a proactive PMS approach of all power generating assets & equip. Electrics.
4. Co-manage & Enforce Occupational Health & Safety (OH&S) at all levels of RE electrical works in accordance with EPC Safety Policies & best practices	<p>4.1 Prioritise & enforce SAFETY of the Public, Staff, EPC assets & the Environment in all works & practices.</p> <p>4.2 Lead general housekeeping activities to ensure a Safe environment at all RE plants & sites</p> <p>4.3 Prepare SAFETY operating procedures & documentation in accordance work-plans & emergency responses.</p> <p>4.4 Carry out routine SAFETY inspections & checks in collaboration with FESA to obtain SAFETY certification compliance.</p>	<ul style="list-style-type: none"> • Approved routine reports of SAFETY inspections & checks. • Obtained FESA SAFETY certification & compliance.
5. Maximize use of RE energy sources for power generation through effective maintenance of systems.	<p>5.1 Effective monitoring & routine checks of equipment that measure energy sources availability.</p> <p>5.2 Effective use of available weather forecast information in conjunction with PMS work plans.</p> <p>5.3 Effective implementation of PMS (electrical) plans via MEX.</p>	<ul style="list-style-type: none"> • Increased Renewable Energy contribution to total production • Improved reliability and sustainability of RE generation systems • Improved availability of RE electrical assets & equipment (less downtime).

SCOPE:

	Direct	Indirect
Staff		
Budget Allocation		

KEY RELATIONSHIPS

INTERNAL	EXERNAL
EPC STAFF	General public

Selection Criteria:**Skills and Abilities**

- i. Must have good knowledge of LV and HV electricity and their safe application
- ii. Demonstrated ability to troubleshoot electrical faults and apply corrective actions
- iii. Demonstrated ability to generate and implement work plans for Preventative Maintenance & Servicing (PMS) of all electrical assets & equipment for all Hydro power plants, EPC Solar PV Farms
- iv. Demonstrated ability to produce professional technical reports for PMS works
- v. Demonstrated ability as a skillful/supervisor capable of providing hands-on training for staff
- vi. Must be computer literate and proficient with MS Office programs (Excel, Word, Outlook, Project, etc.) Must also be willing to learn and use specialized EPC software like (MEX, Daffron, MapInfo, AutoCAD, et al)
- vii. Understands EPC Safety policy and procedures with a drive for their compliance

Personal Attributes

- i. Prioritizes safety procedures at all times
- ii. Honest, transparent and accountable
- iii. Committed and passionate for quality work

Work Experience and Past Work Performance

- i. Minimum of five (5) years' verified work experience in industrial level low & high voltages electrical works

Qualifications

- i. Bachelor's Degree and/or Diploma in Electrical Engineering from a recognized institution

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> TANUGAMANONO	
<i>Position Code</i> PG-CE-RE	<i>Title</i> Overseer Electrical (RE)	<i>Supervisor Position Code</i> PG-C2-M	
		<i>Salary Grade</i> A11/L11	<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. Must have good knowledge of LV and HV electricity and their safe application
- ii. Demonstrated ability to troubleshoot electrical faults and apply corrective actions
- iii. Demonstrated ability to generate and implement work plans for Preventative Maintenance & Servicing (PMS) of all electrical assets & equipment for all Hydro power plants, EPC Solar PV Farms
- iv. Demonstrated ability to produce professional technical reports for PMS works
- v. Demonstrated ability as a skillful/supervisor capable of providing hands-on training for staff
- vi. Must be computer literate and proficient with MS Office programs (Excel, Word, Outlook, Project, etc.) Must also be willing to learn and use specialized EPC software like (MEX, Daffron, MapInfo, AutoCAD, et al)
- vii. Understands EPC Safety policy and procedures with a drive for their compliance

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

- i. Prioritizes safety procedures at all times
- ii. Honest, transparent and accountable
- iii. Committed and passionate for quality work

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

- i. Minimum of five (5) years' verified work experience in industrial level low & high voltages electrical works

4. Qualifications (refer to JD for full details)

- i. Bachelor's Degree and/or Diploma in Electrical Engineering from a recognized institution

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 **(Overseer Electrical (RE))**

(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. Must have good knowledge of LV and HV electricity and their safe application</i>	
	<i>ii. Demonstrated ability to troubleshoot electrical faults and apply corrective actions</i>	
	<i>iii. Demonstrated ability to generate and implement work plans for Preventative Maintenance & Servicing (PMS) of all electrical assets & equipment for all Hydro power plants, EPC Solar PV Farms</i>	
	<i>iv. Demonstrated ability to produce professional technical reports for PMs works</i>	
	<i>v. Demonstrated ability as a skillful/Supervisor capable of providing hands-on training for staff</i>	
	<i>vi. Must be computer literate and proficient with MS Office programs (Excel, Word, outlook, Project, etc) Must also be willing to learn and use specialized EPC software like (MEX, Daffron, Mapinfo, AutoCAD), et al)</i>	

	<i>vii. Understands EPC Safety policy and procedures with a drive for their compliance</i>	
2. Personal Attributes	<i>i. Prioritizes safety procedures at all times</i>	
	<i>ii. Honest, transparent and accountable</i>	
	<i>iii. Committed and passionate for quality work</i>	
3. Experience and Past Work Performance	<i>Minimum of five (5) years' verified work experience in industrial level low and high voltages electrical works</i>	
4. Qualifications	<i>Bachelor's Degree and/or Diploma in electrical Engineering from a recognized institution</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:/...../.....