

ELECTRIC POWER CORPORATION



HR-RSA 403(ii) ver.02

INSTRUCTIONS

The application pack contains the application form and 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; 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 Team Leader Fault Services” 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 matamuf@epc.ws before **Friday 20 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 65 552.



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="Foreman Line"/> |
| Position Code | <input type="text" value="DU-P1-LC"/> |

Demographics – please tick the appropriate box:

Gender Female Male

Nationality Other Other (please specify)

Current Employment Status – please tick the appropriate box that describes your current employment status

Internal (Same Ministry)
 Other Public Service/Government Ministries/Office
 Employed in SOE/Public Bodies
 Employed in Private Sector

NGOs
 Not Employed
 Self Employed
 Studying
 Overseas

Finding out about the vacancy – please tick the appropriate box to show how you found out about this vacancy?

PSC Website
 Ministry Website (please specify)
 Local Paper (please specify)
 PSC/Ministry Noticeboard (please specify)
 Word of mouth/Friends/Family Member
 Other (please specify)

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="Foreman Line"/> | Position Code: | <input type="text" value="DU-P1-LC"/> |
| Name: | <input type="text"/> | Date Received | <input type="text"/> |
| | | Email/Postal Address | <input type="text"/> |

ELECTRIC POWER CORPORATION

JOB DESCRIPTION

| | |
|---|--|
| Position Title: Foreman Line | Position Code: DU-P1-LC |
| Position Status: E4/L4 Permanent | Salary Grade: \$38,675-\$47,385 |
| Location: Distribution/Utilization – EPC Vaitele | |
| Reports to: Overseer Line Construction & Chief Engineer Distribution/Utilization | |
| Review by: CG-HRM | Date: September 2024 |

EPC Vision

“To be a sustainable, affordable and resilient electricity provider”

EPC 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

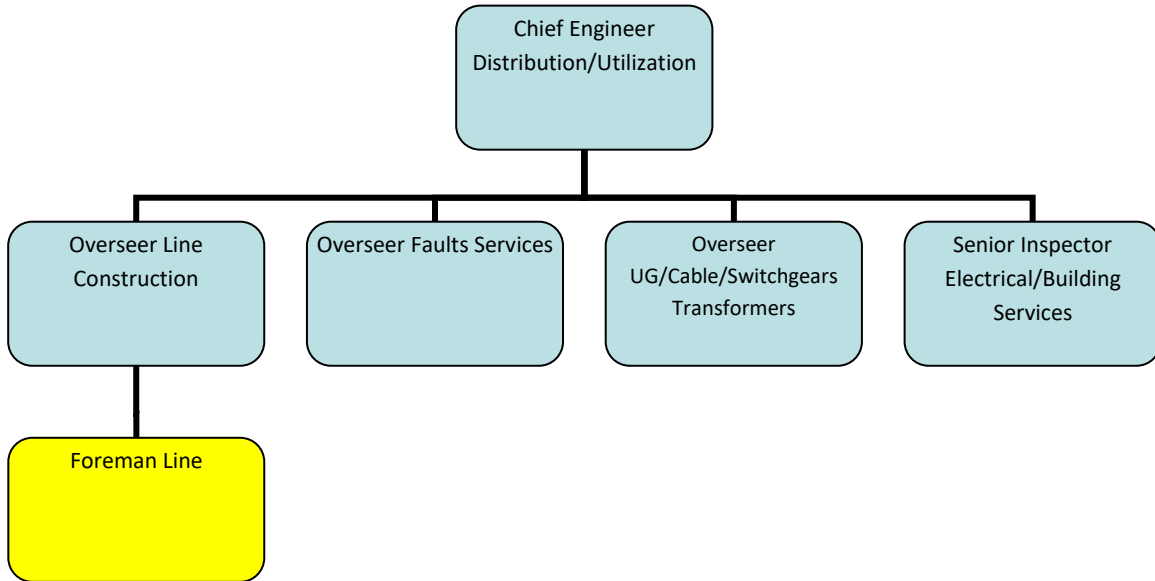
Integrity Absolute and honesty in everything we do

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 DISTRIBUTION/UTILIZATION



SUMMARY OF THIS POSITION.

The candidate in this position is responsible for:

- 1.the construction of line system.
- 2.supervises the team in the construction , repair and installation of line system.
- 3.assists in providing trainings for line Steam.

DESIRED OUTPUTS / 'MAJOR CHALLENGES'.

The position's main challenge would be the ability of the incumbent to handle the diversity of professionals in EPC's working environment, and pressure of requests from general public on street lights requests.

DETAILED DESCRIPTION OF DUTIES

| Responsibilities/ Expectations | Activities | Performance Indicators |
|---|--|---|
| 1. Carries out and assist in the implementation of the Preventative, Repair and Maintenance Plan for Line Installation, Upgrade and Construction. | 1.1 Attends with supervision <i>in the absence of the Overseer</i> scheduled and un-scheduled line repair, installation, upgrade and construction. 1.2. Carries out periodic inspections of line system and reports of damage. 1.3 Identifies possible and suspected faults on line and attend repair work. 1.4 Supervises and attends the installation of new line system 1.5 Attends all line construction work to make sure that they are | 1.1.1 Timely completion of scheduled works Safety procedures compliance at all times |

| | | |
|--|---|---|
| | constructed according to approved specifications. | |
| 2. Supports and assists the Overseer in the implementation of the HV/LV Line Construction Repair and Maintenance Standard Operating Procedures | 2.1. Reports any irregularities in the implementation of Standard Operating Procedures 2.2. Assists in the recommendation for improvement of SOPs 2.3. Prepares written reports of progress of work with sound technical advice for improvements. | Improved compliance to the SOP Effective review of updated SOP |
| 3. Supports and assists in PPE supervisory for Line Team | 3.1 Assists in the updating of the checklist for PPE at the beginning and end of every line construction work <i>scheduled and un-scheduled</i> 3.2. Assists and supports the awareness for safety procedures compliance on work site | 3.1.1 timely submission of PPE checklist 3.2.1 improved compliance with PPE policy |
| 4. Assists and supports the implementation of Performance Assessments and training for trainees in Line Team | 4.1 Assists in line trainings conducted for trainees. 4.2 Assists the Overseer in documenting and supporting the implementation of performance appraisals for junior staff | |
| And any other duties as instructed and required by Overseer and Chief Engineer | | |

KEY RELATIONSHIPS

| INTERNAL | EXTERNAL |
|--|-----------------|
| General Manager All Managers All Staff | General Public. |

Skills and Abilities

- I. Demonstrated technical ability to read EPC system diagrams of overhead lines.
- II. Demonstrated ability to construct and fix and install over headlines and streetlights
- III. Demonstrated ability to lead and provide effective supervision of a technical team
- IV. Physically strong and able to climb on poles for installation work
- V. Works well within a team environment and shows maturity at work with a positive and can-do attitude
- VI. Demonstrated ability to write reports using computerised applications

VII. Demonstrated ability to communicate well in English and Samoan

Personal Attributes

- Honest, transparent and accountable
- Committed, innovative and passionate towards quality work
- Prioritize safety procedures at all times

Experience and Past Work Performance

- 3 years or more relevant experience in line transmission works
- Must have a valid driver's license

Qualifications

- A graduate of a Diploma in Electrical Engineering from a recognised institution.
- Certificate of Due Completion with 5+ years of working experience in line transmission works

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> DISTRIBUTION/UTILIZATION | <i>Location</i> VAITELE | |
| <i>Position Code</i> DU-P1-LC | <i>Title</i> Foreman Line | <i>Supervisor Position Code</i> DU-C4-LC | |
| | | <i>Salary Grade</i> E4/L4 | <i>Salary Rate</i> \$38,675 - \$47,385 |

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 |
|---------------------------|---------------------|----------------------|--------------|----------------|
| | | | | |
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| | | | | |
| | | | | |

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)

- * Demonstrated technical ability to read EPC system diagrams of overhead lines.
- * Demonstrated ability to construct and fix and install over headlines and streetlights
- * Demonstrated ability to lead and provide effective supervision of a technical team
- * Physically strong and able to climb on poles for installation work
- * Works well within a team environment and shows maturity at work with a positive and can-do attitude
- * Demonstrated ability to write reports using computerised applications
- * Demonstrated ability to communicate well in English and Samoan

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

- Honest, transparent and accountable
- Committed, innovative and passionate towards quality work
- Prioritize safety procedures at all times

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

- 3 years or more relevant experience in line transmission works
- Must have a valid driver's license

4. Qualifications (refer to JD for full details)

- A graduate of a Diploma in Electrical Engineering from a recognised institution.
- Certificate of Due Completion with 5+ years of working experience in line transmission works

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 materi 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

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|--|--|
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| | |

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 |
|-----------|------|