

ELECTRIC POWER CORPORATION



HR-RSA 403(ii) ver.02

INSTRUCTIONS

The application pack contains the application form, job description, 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
5. Submit the application and all supporting documents before the closing date and time.

The Application and all supporting documents must be clearly marked “**Lineman Trainee**” and addressed to:

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

Applications are to be delivered to the Executive Services (General Manager’s Office) EPC Main Office or via email to matamuf@epc.ws before Friday **20th 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="Lineman Trainee"/>
Position Code	<input type="text" value="DU-P2-LC"/>

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="Lineman Trainee"/>	Position Code:	<input type="text" value="DU-P2-LC"/>
Name:	<input type="text"/>	Date Received	<input type="text"/>
		Email/Postal Address	<input type="text"/>

ELECTRIC POWER CORPORATION

JOB DESCRIPTION

Position Title: Lineman Trainee	Position Code: DU-P-LC
Position Status: E1/L1 Permanent	Salary Grade: \$11,259 - \$14,030
Location: EPC Vaitele Compound	
Reports to: Foreman Line, Overseer Overhead Line Construction	
Review by: CG-HRM/CE-DU	Date: September 2024

VISION

To be a sustainable, affordable and resilient electricity provider in the Region

MISSION

To provide and maintain quality electricity and customer service through innovative, sustainable and climate resilient infrastructure network, 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 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)

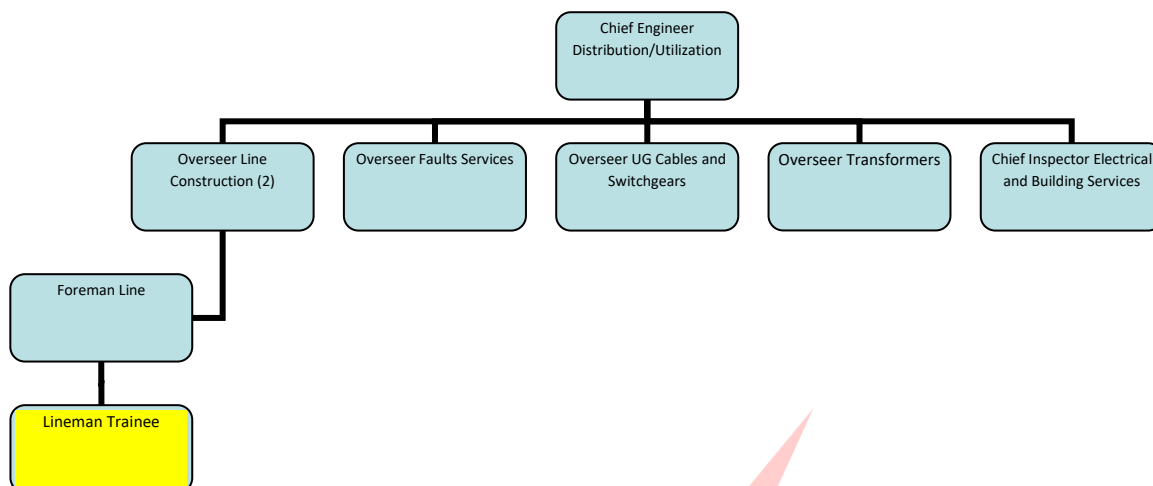
Integrity Absolute and honesty in everything we do

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 DIVISION



SUMMARY OF THIS POSITION.

The candidate in this position works with other linemen for line construction work, line repair and maintenance work. Tasks are supervised by the Foreman and Overseer of the team at all time.

DESIRED OUTPUTS / 'MAJOR CHALLENGES'

All planned and unplanned linework, overhead and underground are properly constructed, and repaired on planned time frame.

DETAILED DESCRIPTION OF DUTIES

Major Responsibilities	Activities	Performance Indicators
1 Carries out Line construction and repair work of the overhead or underground line network/system.	1.1. Digging pole holes. 1.2. placing and positioning poles 1.3. Pole fittings.: i. Drilling of cross arms for HV&LV line fittings ii. Installing street lights iii. Installing pole fuses and line connectors 1.4.pole replacement & relocation works 1.7.pulling overhead LV ABC & HV, service lines/underground cables 1.8 sizing of transformer fuses for both HV&LV	EPC Line construction and line repair work carries out efficiently.
2.Attends EPC shutdown work	2.1. Attends shutdown when required by the division and follows strict instructions from supervisors. 2.2. Surveying the working environment for confirmation that all safety procedures and measures are	Power re-storage on line network is on planned time

	in place. 2.3.works with the line team in carrying out the required work for EPC shut down.	
3.Any other approved EPC duty requested by Supervisor	3.1.may attend other teamwork like fault service, inspection & street lights underground cable, disconnection/reconnection teams from time when required.	Other teams work are assisted with high level of performance.

KEY RELATIONSHIPS

INTERNAL	EXTERNAL
Foreman Line Overseer Overhead Line Construction Chief Engineer Distribution/Utilization All EPC Support Services	Public

Skills and Abilities

- i. Has good and strong physical built and ability to climb heights.
- ii. Must have good understanding of electrical system
- iii. Has the ability to make good judgement at work time. And is trusted by the team at all time.
- iv. Must be in the age group of between 20- 30 years old
- v. Understands safety procedures...and observes safety measures at high level

Personal Attributes

- i. Is able to perform heavy duty and laborious tasks
- ii. Good communication skills. i.e. communicates well and at all time with workmates during work
- iii. Good listener
- iv. Physically and mentally sound

Experience and Past Work Performance

- i. Some experience in line work is appreciated, however, training is provided for those who do not have any line work experience. Those Certificate and Diploma graduates without work experience are encouraged to apply.

Qualifications

- i. Certificate level or Diploma of education in Electrical Engineering from APTC, NUS. OR any other recognised 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> DISTRIBUTION/UTILIZATION	<i>Location</i> VAITELE	
<i>Position Code</i> DU-P2-LC	<i>Title</i> Lineman Trainee	<i>Supervisor Position Code</i> DU-C3-LC	
		<i>Salary Grade</i> E1/L1	<i>Salary Rate</i> \$11,259 - \$14,030 per 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. Has good and strong physical built and ability to climb heights.
- ii. Must have good understanding of electrical system
- iii. Has the ability to make good judgement at work time. And is trusted by the team at all time.
- iv. Must be in the age group of between 20- 30 years old
- v. Understands safety procedures...and observes safety measures at high level

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

- i. able to perform heavy duty and laborious tasks
 ii. Good communication skills. i.e. communicates well and at all time with workmates during work
 iii. Good listener
 iv. Physically and mentally sound

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

- i. Some experience in line work is appreciated, however, training is provided for those who do not have any line work experience. Those Certificate and Diploma graduates without work experience are encouraged to apply.

4. Qualifications (refer to JD for full details)

- i. Diploma or Certificate level of education in Electrical Engineering from APTC, NUS. OR any other recognised 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
	Samoan	English	Other (specify)			
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.						

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
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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

(Lineman Trainee)

(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. Has good and strong physical built and ability to climb heights.	
	ii. Must have good understanding of electrical system	
	i. Has the ability to make good judgement at work time. And is trusted by the team at all time.	
	ii. Must be in the age group of between 20- 30 years old	
	iii. Understands safety procedures...and observes safety measures at high level	
2. Personal Attributes	i. Is able to perform heavy duty and laborious tasks	
	ii. Good communication skills. i.e. communicates well and at all time with workmates during work	
	iii. Good listener	
	iv. Physically and mentally sound	
3. Experience and Past Work Performance	Some experience in line work is appreciated, however, training is provided for those who do not have any line work experience. Those Certificate and Diploma graduates without work experience are encouraged to apply.	
4. Qualifications	i. Certificate level (TVET) in Electrical Engineering / or Diploma of education in Electrical Engineering from APTC, NUS. OR any other recognised institution.	

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