

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="Team Leader Faults Services"/>
Position Code	<input type="text" value="DU-P1-FS"/>

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="Team Leader Faults Services"/>	Position Code:	<input type="text" value="DU-P1-FS"/>
Name:	<input type="text"/>	Date Received	<input type="text"/>
		Email/Postal Address	<input type="text"/>

ELECTRIC POWER CORPORATION

JOB DESCRIPTION

Position Title: Team Leader Faults Services	Position Code: DU-P1-FS
Position Status: E3/L3 permanent	Salary Grade: \$25,065 - \$35,161
Location: Distribution & Utilization – Vaitele	
Reports to: Overseer Faults Services	
Review by:	Date: September 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

Passion for excellent customer service

Respect for all stakeholders (customers, staff, government, community, donors and the environment)

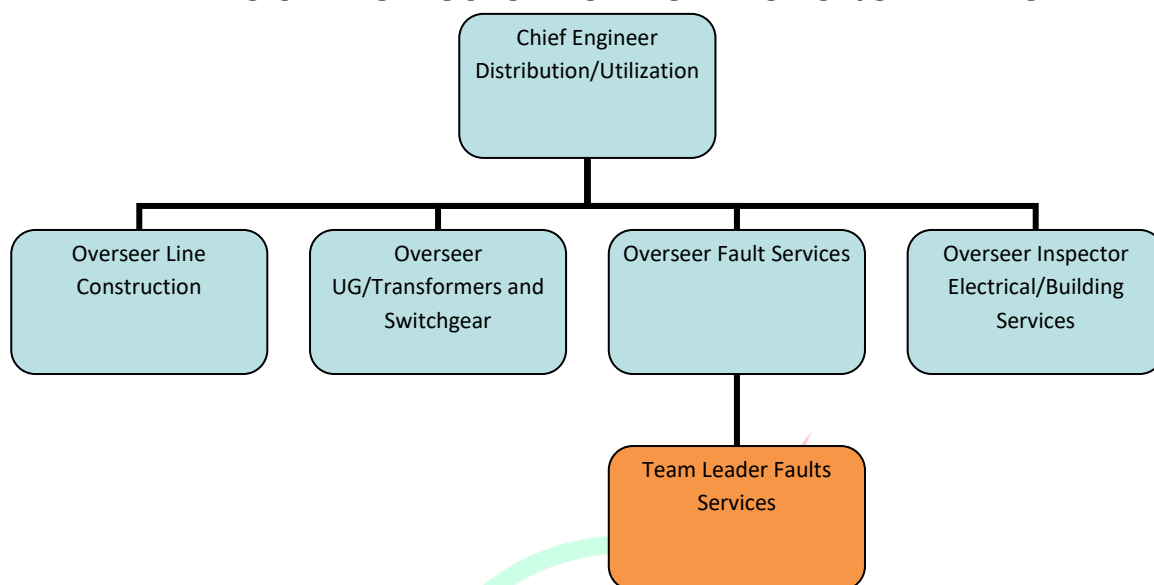
Integrity Absolute and honesty in everything we do

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 works with other electrical technicians and linemen for fixing electrical and/or metering faults, repair and maintenance of service lines, low voltage lines and line construction work(overhead and underground).

DESIRED OUTPUTS / 'MAJOR CHALLENGES'.

All planned and unplanned linework, overhead and underground are properly constructed, repaired for both meter and line faults as required at all times. This line of work is on a 12 hours shift work rotation basis, 24 hours or less, 7 days a week and as required from time to time.

DETAILED DESCRIPTION OF DUTIES

Major Responsibilities	Activities	Performance Indicators
1. Leads, coordinates faults services work per shift	1.1 Attend, supervise and undertake servicing of faults as allocated per SO per shift.	1.1.1 timely completion of faults service orders Safety procedures compliance at all times
	1.2 Report to overseer FS & CEDU any illegal action done by any electrician or someone causing faults to consumers premises also affecting EPC asset such as a meter.	1.2.1 penalised electrician
	1.3 Replace & upgrade transformer fuse ratings both HV & LV and informed NCC accordingly	1.3.1 Improve quality services
	1.4 Replace faulty street light switches and light bulbs during nite shift	1.4.1 minimal public complaints

	1.5 Follow up open service orders	1.5.1 Minimal complaints received for servicing faults
	1.6 Submit update at end of each shift for shift completion and handover	1.6.1. minimal disruption to faults servicing
	1.7 assist in the compilation of faults services report for end of the month report to the Overseer	1.7.1 timely submission of updates per month
2. responsible for the actioning of the Faults services standard operating procedure	2.1 Comply with all procedures of the Faults Services SOP	2.1.1 zero tolerance for non-compliance to the SOP
	2.2 assist in the updating of and the review of the FS SOP	2.1.2 Timely review and updated SOP submitted for approval and implementation
3. carries out PPE supervisory for team	3.1. Provides checklist update at the beginning and at end of every shift on PPE required for faults servicing	3.1.2 documented checklist provided for every shift on PPE required
	3.2. Brief the team before and after servicing faults on safety procedures at work site	3.2.1 Zero tolerance for near misses/accidents at work sites
And any other duties as assigned by the Overseer Faults Services /Chief Engineer from time to time		

KEY RELATIONSHIPS

INTERNAL	EXTERNAL
QA&D Metering Team Call Centre Team All Support Services Division	All electricity consumers General Public

Skills and Abilities

- Demonstrated ability to interpret and apply AS/NZ 3000 electrical standards,
- Demonstrated proven knowledge of electrical systems design with the ability to read and interpret technical plans,
- Demonstrated good communication and public relations skills in both Samoan and English,
- Must be of good health and well-built physically and is not afraid of heights

- Demonstrated ability to lead and provide mentoring where necessary to a team of linemen trainees, linemen and is well organised.

Personal Attributes

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

Experience and Past Work performance

At least 5 years relevant work experience in the electrical field (Essential)

Must have a valid driver's license (Essential)

Qualifications

Minimum qualification a Certificate in Electrical Engineering from a recognised tertiary institution. APTC graduate would be an advantage (Essential)



Electric Power Corporation

Job Application Form

"The Power for the Nation"

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-FS	<i>Title</i> Team Leader Faults Services	<i>Supervisor Position Code</i> DU-C4-FS	
		<i>Salary Grade</i> E3/L3	<i>Salary Rate</i> \$25,065 - \$35,161

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)**

- Demonstrated ability to interpret and apply AS/NZ 3000 electrical standards,
- Demonstrated proven knowledge of electrical systems design with the ability to read and interpret technical plans,
- Demonstrated good communication and public relations skills in both Samoan and English,
- Must be of good health and well-built physically and is not afraid of heights
- Demonstrated ability to lead and provide mentoring where necessary to a team of linemen trainees, linemen and is well organised.

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

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

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

At least 5 years relevant work experience in the electrical field (Essential)
Must have a valid driver's license (Essential)

4. Qualifications (refer to JD for full details)

Minimum qualification a Certificate in Electrical Engineering from a recognised tertiary institution. APTC graduate would be an advantage (Essential)

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

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

[Team Leader Faults Services]

(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	Demonstrate ability to interpret and apply AS/NZ 3000 electrical standards	
	Demonstrate proven knowledge of electrical systems design with the ability to read and interpret technical plans,	
	Demonstrated good communication and public relations skills in both Samoan and English,	
	Must be of good health and well-built physically and is not afraid of heights	
	Demonstrated ability to lead and provide mentoring where necessary to a team of lineman trainees, linemen and is well organized	
2. Personal Attributes	Honest, transparent and accountable	
	Committed, innovative and passionate towards quality work	
	Prioritize safety procedures at all times	
3. Experience and Past Work Performance	At least 5 years relevant work experience in the electrical field	
	Must have a valid driver's license	
4. Qualifications	Minimum qualification a Certificate in Electrical Engineering from a recognised tertiary institution. APTC graduate would be an advantage (Essential)	

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