

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; 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 Supervisor Human Resource Development and Work Safety**” 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 **Monday 21st October 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="Supervisor HRD & Work Safety"/>
Position Code	<input type="text" value="CG-C4-HW"/>

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="Supervisor HRD & Work Safety"/>	Position Code:	<input type="text" value="CG-C4-HW"/>
Name:	<input type="text"/>	Date Received	<input type="text"/>
		Email/Postal Address	<input type="text"/>

ELECTRIC POWER CORPORATION JOB DESCRIPTION

Position Title: Supervisor Human Resource Development & Work Safety	Position Code: CG-C4-HW
Position Grade: A11/L11	Salary Grade: \$72,946 per annual (3 years Contract)
Location: Level 5, TATTE Building, SOGI	
Reports to: Manager Corporate Governance	
Review by: HRM	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)

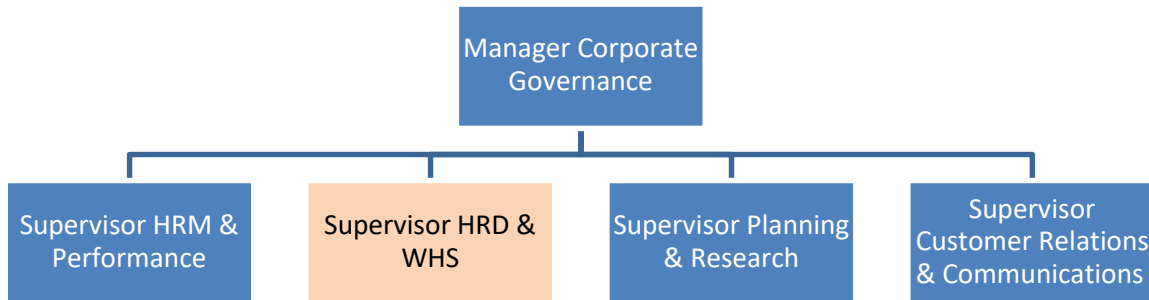
Integrity Absolute and honesty in everything we do

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 CORPORATE GOVERNANCE



SUMMARY OF THIS POSITION

Under the direct supervision of the Manager Corporate Governance, this position is responsible for ensuring that EPC has the capability to meet its corporate objectives through the right skills and ability of staff through effective implementation of the Workforce Development Plan, as well as promoting a safe and healthy work environment for all EPC staff.

DESIRED OUTPUTS / 'MAJOR CHALLENGES

The following are the key outputs of this position;

- i. Effective coordination, implementation, monitoring and evaluation of Workforce Development Plan
- ii. Effective coordination, implementation, monitoring and evaluation of health and safety programs
- iii. Effective coordination, implementation, monitoring and evaluation of the Integrated Management System
- iv. Effective coordination, implementation, monitoring and evaluation of the health and safety initiatives

The following are expected challenges of this position;

- i. Lack of support and cooperation from Management and staff in enforcing safety measures at all times
- ii. Budgetary constraints at time for order of safety equipment, and delayed arrival of ordered items

DETAILED DESCRIPTION OF DUTIES

Major Responsibilities	Activities	Performance Indicators
1. Facilitate development of the EPC Workforce Development Plan and its implementation	1.1 Conduct staff skill gap analysis and recommend training strategies to bridge the skill gap 1.2 Coordinate staff training needs and seek funding assistance from donors 1.3 Coordinate development of the Workforce Development Plan 1.4 Lead implementation of the Workforce Development Plan 1.5 Monitor and evaluate effectiveness of implementation of the WFDP 1.6 Prepare and submit WFD monthly report to Manager CG	1.1.1 Skill gap analysis survey complete 1.2.1 Staff training needs identified and strategies developed to address them 1.3.1 Workforce Development complete and approved 1.4.1 WFD Plan effectively implemented 1.5.1 On going activity 1.6.1 Monthly report submitted to Manager CG
2. Coordinate Apprenticeship Training in EPC	2.1 Assess eligibility of applicants for Apprenticeship Training and submit recommendation to the Management Sub Committee for endorsement 2.2 Prepare Sub Committee report for GM approval of new apprentices 2.3 Liaise with MCIL and NUS on all Apprenticeship matters affective EPC apprentices 2.4 Monitor apprentice attendance to training and performance	2.1.1 Assessment complete and report submitted to the Sub Committee 2.2.1 Report prepare and submitted for GM approval 2.3.1 Effective and efficient management of Apprenticeship matters 2.4.1 Prudent monitoring of attendance and performance and submit quarterly report to Manager CG

	<p>2.5 Represent EPC in the Samoa Apprenticeship Council and update Management</p> <p>2.6 Prepare and submit WFD monthly report to Manager CG</p>	<p>2.5.1 Attend to all meeting of Apprenticeship Council and update the Sub Committee</p> <p>2.6.1 Timely preparation and submission of the Apprenticeship Monthly report to Manager CG</p>
<p>3. Coordinate short-term or long-term training or training under the EPC Education Assistance Program.</p>	<p>3.1 Coordinate training opportunities from Government and other agencies</p> <p>3.2 Process requests for Short Term or Long-Term training in accordance with prevailing HR policy in place</p> <p>3.3 Liaise with Legal Unit to prepare terms and conditions of a bond contract agreement</p> <p>3.4 Ensure the contract agreement is signed before the officer embarks on training</p> <p>3.5 On-going monitoring of the bond and submit report to Manager CG</p> <p>3.6 Prepare and submit ST/LT monthly report to Manager CG</p>	<p>3.1.1 Training opportunities fully utilized</p> <p>3.2.1 Proposed request is in line with prevailing policy</p> <p>3.3.1 Bond contract agreement is executed</p> <p>3.4.1 Bond contract agreement is in order</p> <p>3.5.1 On monitoring of the bond agreement</p> <p>3.6.1 Timely preparation and submission of ST/TL monthly report to Manager CG</p>
<p>4. Facilitate orientation program for new employees</p>	<p>4.1 Develop the EPC Orientation Program</p> <p>4.2 Develop the Orientation Booklet and review to update with latest information</p> <p>4.3 Plan, organize and coordinate the formal orientation program for new staff to be effective and conducive</p> <p>4.4 Prepare and submit monthly report to Manager CG</p>	<p>4.1.1 Orientation Program is complete</p> <p>4.2.1 Orientation Booklet Manual is complete</p> <p>4.3.1 Orientation program is effectively implemented</p> <p>4.4.1 Timely preparation and submission of OP monthly report to Manager CG</p>
<p>5. Implement safety and health in the workplace</p>	<p>5.1. Enforce health and safety mandates, policies and processes</p> <p>5.2 Develop and review safety and health policy to be relevant and to reflect best practice</p>	<p>5.1.1 Complianace to Health and Safety requirements</p> <p>5.1.2 Policy review complete</p> <ul style="list-style-type: none"> - Health & Safety - PPE - Hygiene & Dress Code

		<ul style="list-style-type: none"> - Accident Management - Others
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	<p>5.2 Review the Health & Safety Manual</p> <p>5.3 Ensure that EPC has sufficient PPE stock in store</p> <p>5.4 Develop an efficient and effective system for replacement of PPE</p> <p>5.5 Conduct regular inspection of work areas to promote and enforce general hygiene, cleanliness and tidiness leads to a healthy environment</p> <p>5.6 Conduct regular inspections in the field to promote and enforce safety work practice</p> <p>5.7 Investigate work place accidents including near miss and report to appropriate authority with recommendations</p> <p>5.8 Prepare and submit Workplace Incident monthly report to Manager CG</p>	<p>5.2.1 Health & Safety manual review complete</p> <p>5.3.1 All PPE gear is stocked at the Warehouse</p> <p>5.4.1 Robust PPE replacement system in place</p> <p>5.5.1 Ten routine Health & Safety inspections to workplace including Savaii biannually</p> <p>5.6.1 Twenty field inspections to monitor full compliance with PPE and safe work practice</p> <p>5.7.1 Accidents investigated within 24 hours and preliminary report submitted within 48 hours.</p> <p>5.8.1 Timely preparation and submission of Workplace Safety & Accident monthly report to Manager CG</p>
6. Coordinator of the EPC Integrated Management System project	<p>6.1 Focal point for the IMS project in EPC</p> <p>6.2 Coordinate the development of SOPs across the organization</p> <p>6.3 Liaise with the IMS Consultant and implemented instructions and reporting</p> <p>6.4 Assist divisions with their enquiries and advice</p> <p>6.5 Prepare and submit IMS monthly report to Manager CG</p>	<p>6.1.1 Effective coordination of the IMS project</p> <p>6.1.2 Timely submission of SOPs from Divisions</p> <p>6.3.1 On going</p> <p>6.4.1 On going</p> <p>6.5.1 Timely preparation and submission of IMS monthly report to Manager CG</p>

7. Prepare reports	7.1 Submit monthly progress reports to Manager CG 7.2 Timely submission of reports as directed by Manager CG	7.1.1 Timely submission of progress report to Manager CG 7.2.1 Meet deadline to submit report
8. Other duties as directed	8.1 Act in the capacity as Manager Corporate Governance 8.2 Carry out other duties as directed by Management that is within your capabilities 8.3 Represent EPC to meetings, workshops, seminars etc	8.1.1 Acting performance is satisfactory 8.2.1 Performance of other duties is satisfactory 8.3.1 Effective contribution in meetings.

SCOPE:

	Direct	Indirect
Staff	1	
Budget Allocation		

KEY RELATIONSHIPS

INTERNAL	EXTERNAL
General Manager All Managers All Staff	Government Ministries, Donor Agencies NUS, APTC, FESA, MOH, etc. Ministry of Commerce, Industry and Labor

Skills and Abilities

- i. Demonstrated skills and ability to prepare a Training Plan for the EPC workforce.
- ii. Demonstrated ability to conduct a thorough Training Need Analysis (TNA) to capture the needs of staff for up-skilling training programs.
- iii. Demonstrated ability to coordinate or deliver Training programs, and work with Training providers both local and overseas and the private sector in the delivery of such trainings according to the TNA of staff in different divisions.
- iv. Good understanding of Safety precautions and Safety procedures in a Power utility operation.
- v. Good communication skills in liaising with other relevant Government Ministries on issues related to training and safety programs.
- vi. Good report writing skills and computer literate.
- vii. Has the ability to initiate effective trainings and related staff development programs for up-skilling purposes.

Personal Attributes

- i. Model the EPC organisational Values and Code of conduct
- ii. Displays Transparency and Accountability at all time in performing tasks.
- iii. Has strong Passion, commitment and good vision for Staff Development and capacity building.
- iv. Displays strong interest in Health and Safety matters.

Experience and Past Work Performance

- i. Has a minimum of three years of work experience in Human Resource Development and health and safety, with proven excellent results

Qualifications

- i. Minimum qualification of a Bachelor degree of Arts/Bachelor of Commerce majoring in Management/HR, Public Administration, Social Development and relevant discipline from recognized institution.



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> CORPORATE GOVERNANCE	<i>Location</i> SOGI	
<i>Position Code</i> CG-C4-HW	<i>Title</i> Supervisor HRD & Work Safety	<i>Supervisor Position Code</i> CG-C2	
		<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. Demonstrated skills and ability to prepare a Training Plan for the EPC workforce.
- ii. Demonstrated ability to conduct a thorough Training Need Analysis (TNA) to capture the needs of staff for up-skilling training programs.
- iii. Demonstrated ability to coordinate or deliver Training programs, and work with Training providers both local and overseas and the private sector in the delivery of such trainings according to the TNA of staff in different divisions.
- iv. Good understanding of Safety precautions and Safety procedures in a Power utility operation.
- v. Good communication skills in liaising with other relevant Government Ministries on issues related to training and safety programs.
- vi. Good report writing skills and computer literate.
- vii. Has the ability to initiate effective trainings and related staff development programs for up-skilling purposes.

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

- i. Model the EPC organisational Values and Code of conduct
- ii. Displays Transparency and Accountability at all time in performing tasks.
- iii. Has strong Passion, commitment and good vision for Staff Development and capacity building.
- iv. Displays strong interest in Health and Safety matters.

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

- i. Has a minimum of three years of work experience in Human Resource Development and health and safety, with proven excellent results

4. Qualifications (refer to JD for full details)

- i. Minimum qualification of a Bachelor degree of Arts/Bachelor of Commerce majoring in Management/HR, Public Administration, Social Development and relevant discipline from 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



HR-RSA 403(i) Ver. 02

RESPONSE TO SELECTION CRITERIA FOR THE POSITION OF

[Supervisor Human Resource Development and Work Safety]

(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. Demonstrated skills and ability to prepare a Training Plan for the EPC workforce.	
	ii. Demonstrated ability to conduct a thorough Training Need Analysis (TNA) to capture the needs of staff for up-skilling training programs.	
	iii. Demonstrated ability to coordinate or deliver Training programs, and work with Training providers both local and overseas and the private sector in the delivery of such trainings according to the TNA of staff in different divisions.	
	iv. Good understanding of Safety precautions and Safety procedures in a Power utility operation.	
	v. Good communication skills in liaising with other relevant Government Ministries on issues related to training and safety programs.	
	vi. Good report writing skills and computer literate.	

	vii. Has the ability to initiate effective trainings and related staff development programs for up-skilling purposes.	
2. Personal Attributes	i. Model the EPC organisational Values and Code of conduct	
	ii. Displays Transparency and Accountability at all time in performing tasks.	
	iii. Has strong Passion, commitment and good vision for Staff Development and capacity building	
	iv. Displays strong interest in Health and Safety matters.	
3. Experience and Past Work Performance	Has a minimum of three years of work experience in Human Resource Development and health and safety, with proven excellent results	
4. Qualifications	i. Minimum qualification of a Bachelor degree of Arts/Bachelor of Commerce majoring in Management/HR, Public Administration, Social Development and relevant discipline from recognized 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:...../...../.....