

# ELECTRIC POWER CORPORATION



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*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 Overseer Dispatching Controller**” and addressed to:

The General Manager  
Electric Power Corporation  
Main Office,  
5<sup>th</sup> 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](mailto:matamuf@epc.ws) before **Monday 21 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 65 552.



## 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 Dispatching Controller"/>
Position Code	<input type="text" value="NCC-C4-O"/>

### 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.

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### 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 Dispatching Controller"/>	Position Code:	<input type="text" value="NCC-C4-O"/>
Name:	<input type="text"/>	Date Received	<input type="text"/>
		Email/Postal Address	<input type="text"/>

# ELECTRIC POWER CORPORATION

## JOB DESCRIPTION

<b>Position Title:</b> Overseer Dispatching Controller	<b>Position Code:</b> NCC-C4-O
<b>Position Grade:</b> A11/L11 (Contract 3 years)	<b>Salary Grade:</b> \$72, 946 p.a.
<b>Location:</b> Fuluasou	
<b>Reports to:</b> Chief Engineer National Control Dispatching Centre	
<b>Review by:</b> CE-NCDC/CG-HRM	<b>Date:</b> September 2024

### VISION

To be a sustainable 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)

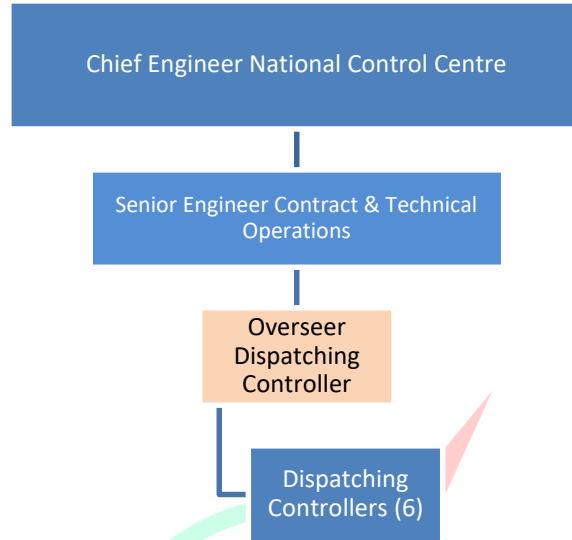
**Integrity** Absolute and honesty in everything we do

**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 NATIONAL CONTROL CENTRE



### SUMMARY OF THIS POSITION

This position is responsible for overseeing and monitoring the work of Dispatching Controllers on duty at the National Control Centre, to ensure non-disruption of electricity supply. It is also responsible for power restoration, load planning, monitoring of Planned Switching and make use of all Renewable Energy sources to their full operational capacity.

### MAJOR CHALLENGE

1. Unscheduled power outages

### DETAILED DESCRIPTION OF DUTIES

Major Responsibilities	Activities	Performance Indicators
1. Oversees the work of all dispatching controllers	1.1. coordinates and supervises the work of the dispatching controllers. 1.2. prepares shift roster for dispatching controllers to make sure that the roster flows well and avoids overtime work for other dispatching controllers. 1.3. coordinates dispatching controllers work to make sure that they follow procedures of doing operators work.	All operators carry out their tasks efficiently without any disruption to the operation.  Economical and adequate allocation of overtime hours per shift  All System Controllers to follow strict rules and regulation when executing power system isolations and switchings

	<p>1.4. Monitors the operators log-sheets from different stations and take appropriate actions.</p> <p>1.5. carries out fuel stock taking</p> <p>1.6. makes regular visits / inspections to other stations to make sure that operators' work run smoothly.</p> <p>1.7. gives advice to Senior Engineer on ways to improve the operation.</p>	
2.Report writing	<p>2.1. writes monthly reports for the Senior engineer and the Chief engineer on operators work.</p> <p>2.2. suggests and gives advice in the report on technical areas to improve the operation.</p> <p>2.3. Assists in preparation of the division/team's annual work-plan.</p>	<p>Monthly reports of progress of the division is provided.</p> <p>Monthly assessment of Feeder loading profile to avoid overloading and unbalance of power distribution</p> <p>Work-plan is available and well monitored.</p>
3.Provides/Recommends Trainings for the dispatching controllers	<p>3.1. recommends to the Senior and Chief Engineers relevant trainings required for the operators.</p> <p>3.2. identifies training needs to the EPC Training Officer in order to prepare a proper training program for the operators.</p>	<p>Operators are well trained and know their work well.</p>

**SCOPE:**

	<b>Direct</b>	<b>Indirect</b>
<b>Staff</b>	6	0
<b>Budget Allocation</b>		

## KEY RELATIONSHIPS

INTERNAL	EXTERNAL
EPC Board of Directors, Management & Staff	Business community Government Corporations and Ministries General Public Local/Overseas Contractors

## Skills and Abilities

- i. Demonstrated skills, ability and experience in Interpreting, navigating, and efficiently operating the EPC SCADA system, ensuring optimal functionality and performance.
- ii. Demonstrated skills, ability and experience in diagnosing and troubleshooting system anomalies within the SCADA infrastructure, coupled with the ability to implement prompt corrective actions to mitigate operational disruptions.
- iii. Demonstrates advanced and dependable technical expertise in the electrical system operations, with the capacity to disseminate this knowledge effectively among colleagues, fostering a collaborative learning environment.
- iv. Demonstrates skills, ability and experience in the application of computer systems and software programs integral to EPC's operational framework, ensuring seamless integration and usage.
- v. Exhibits a strong aptitude for drafting detailed analytical reports and providing well-founded, actionable recommendations to enhance the efficiency and effectiveness of operational processes.
- vi. Demonstrates exceptional planning and supervisory competencies, with the proven ability to lead, coordinate, and inspire a team towards achieving strategic goals and operational excellence.

## Personal Attributes

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

## Experience and Past Work Performance

Has a minimum of three (3) years of relevant work experience

## Qualifications

A Diploma in Electrical Engineering from a recognized Institution. (APTC, NUS) or any other Institution outside Samoa. A Bachelor degree in electrical Engineering is an advantage

# 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> NATIONAL CONTROL DISPATCHING CENTRE	<i>Location</i> FULUASOU	
<i>Position Code</i> NCC-C4-O	<i>Title</i> Overseer Dispatching Controller	<i>Supervisor Position Code</i> NCC-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. Demonstrated skills, ability and experience in Interpreting, navigating, and efficiently operating the EPC SCADA system, ensuring optimal functionality and performance.
- ii. Demonstrated skills, ability and experience in diagnosing and troubleshooting system anomalies within the SCADA infrastructure, coupled with the ability to implement prompt corrective actions to mitigate operational disruptions.
- iii. Demonstrates advanced and dependable technical expertise in the electrical system operations, with the capacity to disseminate this knowledge effectively among colleagues, fostering a collaborative learning environment.
- iv. Demonstrates skills, ability and experience in the application of computer systems and software programs integral to EPC's operational framework, ensuring seamless integration and usage.
- v. Exhibits a strong aptitude for drafting detailed analytical reports and providing well-founded, actionable recommendations to enhance the efficiency and effectiveness of operational processes.
- vi. Demonstrates exceptional planning and supervisory competencies, with the proven ability to lead, coordinate, and inspire a team



towards achieving strategic goals and operational excellence.

## 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)

Has a minimum of three (3) years of relevant work experience

## 4. Qualifications (refer to JD for full details)

A Diploma in Electrical Engineering from a recognized Institution. (APTC, NUS) or any other Institution outside Samoa. A Bachelor degree in electrical Engineering is an advantage

## 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
<b>CODE</b>			
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

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

[Overseer Dispatching Controller ]

*(to be completed by the Applicant and attach to the application form/letter)*

Selection Criteria	State how you meet each selection criterion
<b>1. Skills and Abilities</b>	i. Demonstrated skills, ability and experience in Interpreting, navigating, and efficiently operating the EPC SCADA system, ensuring optimal functionality and performance.
	ii. Demonstrated skills, ability and experience in diagnosing and troubleshooting system anomalies within the SCADA infrastructure, coupled with the ability to implement prompt corrective actions to mitigate operational disruptions.
	iii. Demonstrates advanced and dependable technical expertise in the electrical system operations, with the capacity to disseminate this knowledge effectively among colleagues, fostering a collaborative learning environment.
	iv. Demonstrates skills, ability and experience in the application of computer systems and software programs integral to EPC's operational framework, ensuring seamless integration and usage.
	v. Exhibits a strong aptitude for drafting detailed analytical reports and providing well-founded, actionable recommendations to enhance the efficiency and effectiveness of operational processes.
	vi. Demonstrates exceptional planning and supervisory competencies, with the proven ability to lead, coordinate, and inspire a team towards achieving strategic goals and operational excellence.

<b>2. Personal Attributes</b>	i. Prioritizes safety procedures at all times	
	ii. Honest, transparent and accountable	
	iii. Committed and passionate for quality work	
<b>3. Experience and Past Work Performance</b>	Has a minimum of three (3) years of relevant work experience	
<b>4. Qualifications</b>	A Diploma in Electrical Engineering from a recognized Institution. (APTC, NUS) or any other Institution outside Samoa. A Bachelor degree in electrical Engineering is an advantage	

**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: ...../...../.....