

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 Overseer Mechanical Thermal**” 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 **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

Position Title

Position Code

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: Position Code:

Name: Date Received:

Email/Postal Address:

ELECTRIC POWER CORPORATION

JOB DESCRIPTION

Position Title: Overseer Mechanical Thermal	Position Code: PG-C4-M
Position Grade: A11/L11 3-Year Contract	Salary Grade: \$72, 946 p.a
Location: Fiaga Power Station	
Reports to: Chief Engineer PGD, Senior Engineer Thermal, PGD	
Reviewed by: CE-PGD / CG-HRM	Date: 30 th 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)

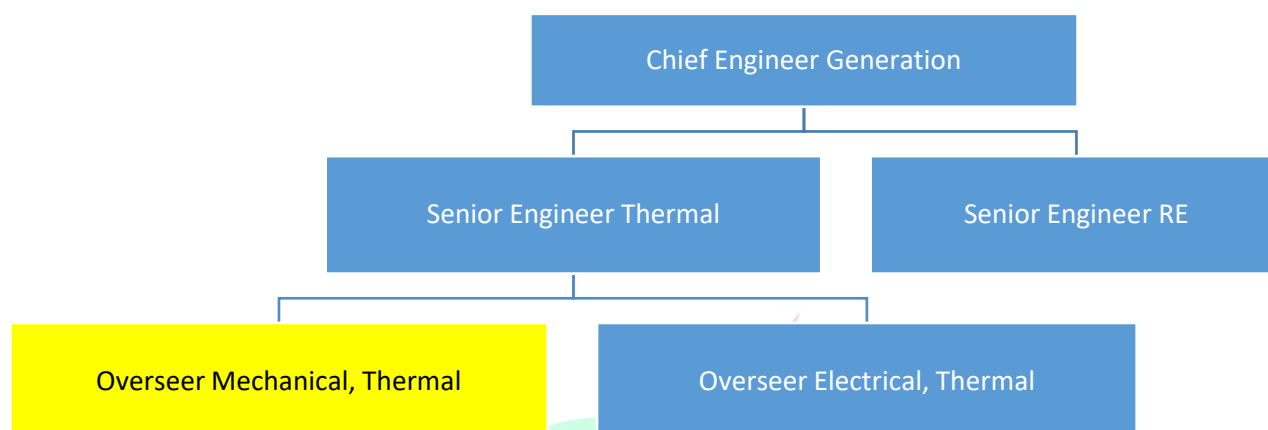
Integrity Absolute and honesty in everything we do

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

POWER GENERATION DIVISION (PGD) STRUCTURE



SUMMARY OF THE POSITION:

The candidate in this position is a mechanically qualified & experienced member of the team that manages safe operation and professional upkeep via Preventative Maintenance & Servicing (PMS) and Repair work plans of all EPC power generating thermal assets & equipment at Fiaga Power Station. The candidate is responsible to & works closely with the Chief Engineer & Senior Engineer Thermal to ensure 24/7 optimum performance & efficient operation of Fiaga Power Station.

DESIRED OUTPUTS/CHALLENGES:

1. EPC mandate is to provide quality electricity supply 24/7 which may require long & odd working hours either at Fiaga Power Station or other work sites.
2. Manage Fiaga Station operation's safety & risks to uphold optimum performance & mechanical soundness of thermal generators & power generating assets & equipment.
3. Ensure current Fiaga Station thermal generation capacity is sufficient (N-2 criteria), at least cost & losses reduced. Strengthen & enforce PMS work plans to attain optimum functionality & bill of health for all Fiaga Station power generating thermal assets & equipment.
4. Professional reporting & communication, ability to adapt to new technologies with proficiency in fault finding & technical analysis.
5. Train, lead and manage staff promoting output-based performances & assessments.

DETAILED DESCRIPTION OF DUTIES

RESPONSIBILITIES	ACTIVITIES	PERFORMANCE INDICATORS
1. Co-manage power generation & daily operations at Fiaga Power Station with team	1.1 Perform daily checks & performance analysis of all Fiaga Station thermal	a. Optimum performance & mechanical soundness of Fiaga Station thermal

<p>of engineers & technical staff. Utilize DIASYS collated data to analyze & compare current vs past performances of thermal generators & associated mechanical equipment.</p>	<p>generators & associated mechanical equipment.</p> <p>1.2 Check & discuss with plant operators any abnormalities/faults & corrective actions taken.</p> <p>1.3 Study generator's load profiles & fuel system tuning to improve fuel efficiency</p>	<p>generators & associated mechanical equipment.</p> <p>b. Performance records of Fiaga Station thermal generators & associated mechanical equipment.</p> <p>c. Improved and sustained fuel efficiency of thermal generators</p>
<p>2. Use MEX (Asset Mgmt. computer program) to manage operation, maintenance & servicing of Fiaga Station thermal generators & associated mechanical equipment.</p>	<p>2.1 Develop & implement PMS (Preventative Maintenance & Services) work plans.</p> <p>2.2 Develop PMS work plans using manufacturer's recommended O&M instructions in available manuals & catalogues</p>	<p>a. Available PMS reports & records of Fiaga Station thermal generators & associated mechanical equipment.</p> <p>b. Available PMS history for each thermal generator & associated mechanical equipment.</p>
<p>3. Use MEX (AM computer program) to manage all faults/repairs of Fiaga Station thermal generators & associated mechanical equipment.</p>	<p>3.1 Issue MEX Work Orders for each & every repair performed.</p> <p>3.2 Investigate all failure modes to determine causes & to improve PMS processes through improved check sheets.</p>	<p>a. Available investigative & repair reports of fault encountered.</p> <p>b. Available repair history reports of faults encountered & repairs performed.</p> <p>c. Improved inventory & managing expenditures per fault/repair.</p>
<p>4. Co-manage inventory to ensure we carry the correct PMS spares, critical spares & consumables.</p>	<p>4.1 Check inventory to ensure availability of consumables, PMS & critical spare parts.</p> <p>4.2 Facilitate procurement tenders/orders of spare parts from suppliers in accordance with Govt. Procurement Policies & processes</p>	<p>a. Availability of spare parts for PMS of all mechanical assets & equipment including consumables & critical spare parts.</p> <p>b. Reduced downtime & repair times for thermal generators & associated mechanical equipment.</p>

<p>5. Manage SAFETY of EPC Staff & Assets at Fiaga Power Station at all times and in accordance to relevant Standards, Legislation & Policies</p>	<p>5.1 Enforce & Strengthen mandatory SAFETY compliancy by all staff at all times.</p> <p>5.2 Lead general housekeeping activities to ensure Fiaga Power Station is a Safe Work Environment.</p> <p>5.3 Prepare SAFETY Signs & documentation in accordance to work planning procedures.</p> <p>5.4 Carry out routine checks for Fire & Security systems at Fiaga Power Station.</p>	<p>a. Approved SAFETY surveys, inspections & checks for Fiaga Power Station.</p> <p>b. Approved routine SAFETY inspections & reports by FESA.</p> <p>c. Approved Inspection by FESA of Fire Extinguishers and operable Fire Hydrants at Fiaga Power Station</p>
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SKILLS & ABILITIES:

- i. Must have good knowledge & appreciation of SAFETY for staff, operation & upkeep of mechanical assets & equipment in the power generation industry.
- ii. Demonstrated ability to troubleshoot & analyze mechanical faults for efficient repairs & to continually improve PMS of all thermal mechanical assets & equipment at EPC power stations & sites.
- iii. Demonstrated ability to generate & implement PMS work plans for all thermal mechanical assets & equipment at EPC power stations & sites.
- iv. Demonstrated ability to provide hands-on training for staff. Carry out staff training needs analysis & report to superiors accordingly.
- v. Demonstrated ability to produce professional technical reports for PMS & major repair works
- vi. Must be computer literate and proficient with Microsoft Office programs (Excel, Word, Outlook, Project, etc.). Must also be willing to learn & use specialized software EPC uses (MEX, Daffron, MapInfo, AutoCAD, etc.).
- vii. Must understand EPC SAFETY policy & procedures with the drive to enforce compliance.
- viii. Demonstrated ability to coordinate, lead and supervise a team of technical staff and prepare assessment reports of performances.

PERSONAL ATTRIBUTES:

- i. Prioritizes SAFETY procedures at all times
- ii. Honest, transparent and accountable

- iii. Committed and passionate for quality work

WORK EXPERIENCE:

A minimum of three (3) years of work experience with proven records of in-depth & profound mechanical works background.

QUALIFICATIONS:

A Bachelor Degree in Mechanical Engineering and/or Advanced Diploma in Mechanical Engineering from a recognized learning 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> POWER GENERATION	<i>Location</i> FIAGA POWER STATION	
<i>Position Code</i> PG-C4-M	<i>Title</i> Overseer Mechanical (Thermal)	<i>Supervisor Position Code</i> PG-C2-M	
		<i>Salary Grade</i> A11/L11 contract3yrs	<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. Must have good knowledge & appreciation of SAFETY for staff, operation & upkeep of mechanical assets & equipment in the power generation industry.
- ii. Demonstrated ability to troubleshoot & analyze mechanical faults for efficient repairs & to continually improve PMS of all thermal mechanical assets & equipment at EPC power stations & sites.
- iii. Demonstrated ability to generate & implement PMS work plans for all thermal mechanical assets & equipment at EPC power stations & sites.
- iv. Demonstrated ability to provide hands-on training for staff. Carry out staff training needs analysis & report to superiors accordingly.
- v. Demonstrated ability to produce professional technical reports for PMS & major repair works
- vi. Must be computer literate and proficient with Microsoft Office programs (Excel, Word, Outlook, Project, etc.). Must also be willing to learn & use specialized software EPC uses (MEX, Daffron, MapInfo, AutoCAD, etc.).
- vii. Must understand EPC SAFETY policy & procedures with the drive to enforce compliance.

viii. Demonstrated ability to coordinate, lead and supervise a team of technical staff and prepare assessment reports of performances.

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)

A minimum of three (3) years of work experience with proven records of in-depth & profound mechanical works background.

4. Qualifications (refer to JD for full details)

A Bachelor Degree in Mechanical Engineering and/or Advanced Diploma in Mechanical Engineering from a recognized learning 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 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.		

ELECTRIC POWER CORPORATION



HR-RSA 403(i) Ver.02

RESPONSE TO SELECTION CRITERIA FOR THE POSITION OF

[Overseer Mechanical Thermal]

(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. Must have good knowledge & appreciation of SAFETY for staff, operation & upkeep of mechanical assets & equipment in the power generation industry.
	ii. Demonstrated ability to troubleshoot & analyze mechanical faults for efficient repairs & to continually improve PMS of all thermal mechanical assets & equipment at EPC power stations & sites.
	iii. Demonstrated ability to generate & implement PMS work plans for all thermal mechanical assets & equipment at EPC power stations & sites.
	iv. Demonstrated ability to provide hands-on training for staff. Carry out staff training needs analysis & report to superiors accordingly.
	v. Demonstrated ability to produce professional technical reports for PMS & major repair works
	vi. Must be computer literate and proficient with Microsoft Office programs (Excel, Word, Outlook, Project, etc.). Must also be willing to learn & use specialized software EPC uses (MEX, Daffron, MapInfo, AutoCAD, etc.).
	vii. Must understand EPC SAFETY policy & procedures with the drive to enforce compliance.
	viii. Demonstrated ability to coordinate, lead and supervise a team of technical staff and prepare assessment reports of

	performances.	
2. Personal Attributes	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	A minimum of three (3) years of work experience with proven records of in-depth & profound mechanical works background.	
4. Qualifications	A Bachelor Degree in Mechanical Engineering and/or Advanced Diploma in Mechanical Engineering from a recognized learning 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:/...../.....

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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