

# ELECTRIC POWER CORPORATION



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*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 Management**” 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 to [matamuf@epc.ws](mailto:matamuf@epc.ws) before or on **Monday 21<sup>st</sup> 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 Human Resources Management &amp; Performance"/>
Position Code	<input type="text" value="CG-C4-HP"/>

### 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.

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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="Supervisor Human Resources Management &amp; Performance"/>	Position Code:	<input type="text" value="CG-C4-HP"/>
Name:	<input type="text"/>	Date Received	<input type="text"/>
		Email/Postal Address	<input type="text"/>

# ELECTRIC POWER CORPORATION

## JOB DESCRIPTION

<b>Position Title:</b> Supervisor Human Resources Management & Performance	<b>Position Code:</b> CG-C4-HP
<b>Position Grade :</b> A11 / L 11	<b>Salary Grade:</b> \$72,946 per annum (3 years contract)
<b>Location:</b> Level 5 - TATTE Building, SOGI	
<b>Reports to:</b> Manager Corporate Governance	
<b>Review by:</b> CG	<b>Date:</b> 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)

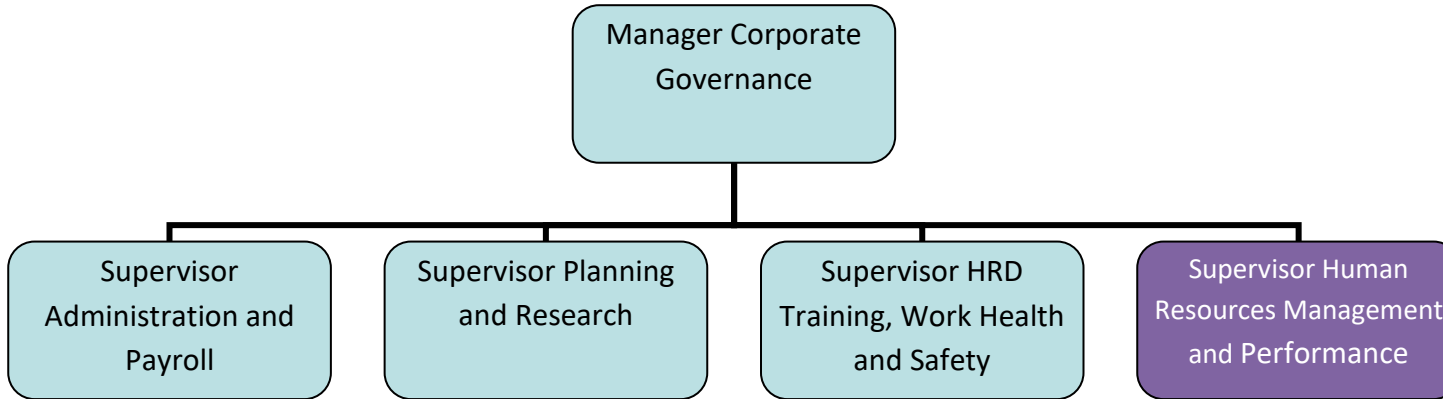
**Integrity** Absolute and honesty in everything we do

**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

## ORGANISATIONAL STRUCTURE OF EPC



### SUMMARY OF THIS POSITION

The candidate in this position is responsible for the following major roles:

- i. Responsible for the EPC Recruitment and Selection Process.
- ii. Develop new Job Descriptions for new positions and Review existing jds.
- iii. Provide sound Human Resources advice to Manager of Corporate Governance and Staff.
- iv. Coordinates the Performance Management Process of Staff.

### DESIRED OUTPUTS / 'MAJOR CHALLENGES'

The following are the key outputs of this position:

- i. EPC recruits the right employees for positions.
- ii. Best Human Resources Practices are executed
- iii. Performances Management process is monitored.
- iv. Challenges may include the commitment of Management and Staff to implement HR Management practices.

### DETAILED DESCRIPTION OF DUTIES

Responsibilities/ Expectations	Activities	Performance Indicators
1.Coordinates the Recruitment and Selection process from start to the end.	<ul style="list-style-type: none"> <li>▪ Identifies the need from Managers of recruitment of Staff.</li> <li>▪ Coordinates and checks that Forms and job description for every advertised position are ready.</li> <li>▪ Coordinates and conducts the recruitment and selection process which includes the following: shortlisting, interviewing, reporting, Offer letters,</li> </ul>	The EPC Recruitment and Selection Process is efficiently and effectively coordinated.

	<p>etc.</p> <ul style="list-style-type: none"> <li>▪ Checking that all the required documents needed for the new recruits are submitted and available.</li> <li>▪ Coordinates the Orientation process of new recruits, and to make sure that new recruits understand their roles.</li> <li>▪ Identifies potential new graduates that could be recruited in the system where appropriate.</li> </ul>	
Implementation of existing Monitoring and Evaluation frameworks	<ul style="list-style-type: none"> <li>▪ Coordinate the performance management process for permanent staff</li> <li>▪ Provide quality advise relating to remuneration, staffing and establishments</li> <li>▪ Effective monitoring HRM matters</li> </ul>	<p>EPC staff performance and structures support organisational objectives</p> <p>Monthly report submitted to Manager CG</p>
Checks with the Supervisor Training the Capacity Building program for Staff.	<ul style="list-style-type: none"> <li>▪ Identifies the HR gaps that need to fill and advise the Training Officer accordingly for implementation of some capacity building program.</li> </ul>	<p>Alignment of staff training needs to training initiatives to ensure appropriate and relevant trainings and capacity building</p>
Coordination of Human Resources Matters for Staff	<ul style="list-style-type: none"> <li>▪ Visitation to staff workstations and give advice on Human Resources matters that the staff must understand to help them in performance of their tasks and their contributions to the bigger picture of the operation.</li> <li>▪ Assist and address HRM related requests from staff</li> <li>▪ Monitors the Staff Disciplinary matters, provides advice, and conducts investigations and reports with</li> </ul>	<p>Staff are well versed and have good understanding and implications of any disciplinary matter when violating Policies and Code of Conduct.</p>

	<p>recommendations on such matters.</p> <ul style="list-style-type: none"> <li>▪ Provides advice to Planning on certain Human Resources matters that need to be addressed in the Plan especially in the Recruitment process.</li> </ul>	
Writes and Reviews Human Resources Policies for Staff	<ul style="list-style-type: none"> <li>▪ Develops and writes up new Policies pertaining to Human Resource.</li> <li>▪ Reviews the existing HR Policies to suit the current working environment and to be in line with Government policies and approved Cabinet FK decisions, and government legislations.</li> </ul>	Policies are developed and reviewed.
8. Other duties as directed	<ul style="list-style-type: none"> <li>▪ Act in the capacity as Manager Corporate Governance</li> <li>▪ Carry out other duties as directed by Management that is within your capabilities</li> <li>▪ Represent EPC to meetings, workshops, seminars etc</li> </ul>	<ul style="list-style-type: none"> <li>▪ Acting performance is satisfactory</li> <li>▪ Performance of other duties is satisfactory</li> <li>▪ Effective contribution in meetings.</li> </ul>

#### KEY RELATIONSHIPS

INTERNAL	EXERNAL
Management and All Staff	Government Ministries and SOEs, private sector and general public.

#### Skills and Abilities

- i. Demonstrated Skills and abilities to provide a sound advice on Human Resource Management matters that need to address for improvement of the operation.
  - Recruitment and Selection
  - Performance Management
  - Remuneration, staffing and establishment
- ii. Demonstrated skills and abilities to provide and write up a HR work-plan and reports.
- iii. Demonstrated skills and ability to conduct objective investigations on disciplinary matters and provide policing role of HR issues.
- iv. Demonstrated skills and ability to develop, write and review Human Resources Policies to be in line with government legislations and guidelines.
- v. Displays and understands time management and displays supervisory skills.

**Personal Attributes**

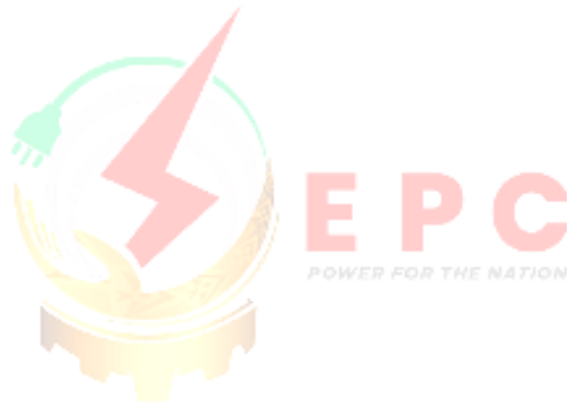
- i. Model the EPC organisational Values and Code of conduct
- ii. Displays Transparency and Accountability at all time in performing tasks.
- iii. Has strong Passion, commitment and good vision for Staff Development and capacity building.
- iv. Displays very strong interest and wider understanding in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

**Experience and Past work Performance**

- i. At least 3 years' experience in the field of Human Resources Management in the public or private sector.

**Qualifications**

- i. Minimum qualification of Bachelor Degree in Human Resources or Business Administration or relevant field from a recognised university.



# 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> CORPORATE GOVERNANCE	<i>Location</i> TATTE BUILDING LEVEL 5, SOGI	
<i>Position Code</i> CG-C4-HP	<i>Title</i> Supervisor Human Resources Management & Perform	<i>Supervisor Position Code</i> CG-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 and abilities to provide a sound advice on Human Resource Management matters that need to address for improvement of the operation.
  - Recruitment and Selection
  - Performance Management
  - Remuneration, staffing and establishment
- ii. Demonstrated skills and abilities to provide and write up a HR work-plan and reports.
- iii. Demonstrated skills and ability to conduct objective investigations on disciplinary matters and provide policing role of HR issues.
- iv. Demonstrated skills and ability to develop, write and review Human Resources Policies to be in line with government legislations and guidelines.
- v. Displays and understands time management and displays supervisory skills.

#### 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 very strong interest and wider understanding in Human Resources Management.
<b>3. Experience and Past Work Performance (refer to JD for full details)</b>
i. At least 3 years' experience in the field of Human Resources Management in the public or private sector.
<b>4. Qualifications (refer to JD for full details)</b>
i. Minimum qualification of Bachelor Degree in Human Resources or Business Administration or relevant field from a recognised university.

### 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 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)	<b>No</b>	<b>Yes</b>
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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)

<b>No</b>	<b>Yes</b>
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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



HR-RSA 403(i) Ver. 02

## RESPONSE TO SELECTION CRITERIA FOR THE POSITION OF

[Supervisor Human Resource Management]

*(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>	Demonstrated Skills and abilities to provide a sound advice on Human Resource Management matters that need to address for improvement of the operation. - Recruitment and Selection - Performance Management - Remuneration, staffing and establishment	
	Demonstrated skills and abilities to provide and write up a HR work-plan and reports.	
	iii. Demonstrated skills and ability to conduct objective investigations on disciplinary matters and provide policing role of HR issues.	
	iv. Demonstrated skills and ability to develop, write and review Human Resources Policies to be in line with government legislations and guidelines.	
	v. Displays and understands time management and displays supervisory skills.	

<b>2. Personal Attributes</b>	<ul style="list-style-type: none"> <li>i. Model the EPC organisational Values and Code of conduct</li> <li>ii. Displays Transparency and Accountability at all time in performing tasks.</li> <li>iii. Has strong Passion, commitment and good vision for Staff Development and capacity building.</li> <li>iv. Displays very strong interest and wider understanding in Human Resources Management. Model the EPC organisational Values and Code of conduct</li> </ul>	
<b>3. Experience and Past Work Performance</b>	At least 3 years' experience in the field of Human Resources Management in the public or private sector.	
<b>4. Qualifications</b>	Minimum qualification of Bachelor Degree in Human Resources or Business Administration or relevant field from a recognised university.	

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