

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 Senior Inspector Electrical/Building 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 **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="Senior Inspector Electrical/Building Services"/>
Position Code	<input type="text" value="DU-C4-UT"/>

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:	<input type="text" value="Senior Inspector Electrical/Building Services"/>	Position Code:	<input type="text" value="DU-C4-UT"/>
Name:	<input type="text"/>	Date Received	<input type="text"/>
		Email/Postal Address	<input type="text"/>

ELECTRIC POWER CORPORATION

JOB DESCRIPTION

Position Title: Senior Inspector Electrical/Building Services	Position Code: DU-C4-UT
Position Grade: A11/L11	Salary Grade: \$72, 946 per annum
Location: EPC Vaitele Compound	
Reports to: Chief Engineer Distribution/Utilization	
Review by: CG-HRM / CE-DU	Date: 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)

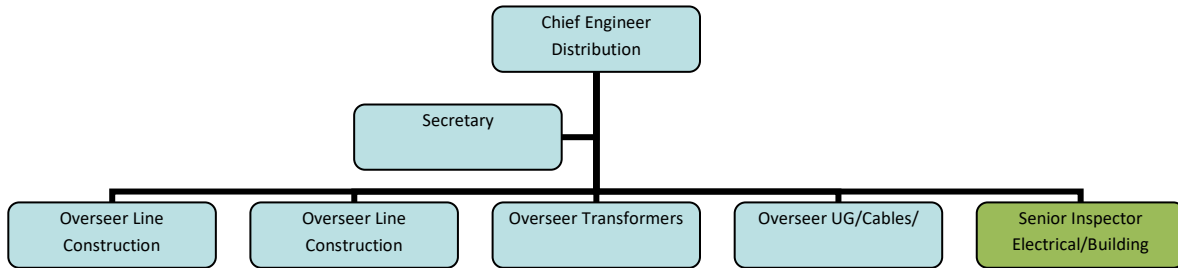
Integrity Absolute and honesty in everything we do

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 – Distribution/Utilization



SUMMARY OF THIS POSITION.

The candidate in this position will work with EPC Electricians, private electricians and consumers to:

1. provide advice, carry out inspections of all electrical installations of EPC consumers and comply with EPC approved electrical requirements.

DESIRED OUTPUTS / 'MAJOR CHALLENGES'.

1. Electrical installations in buildings are properly inspected.
2. Customers are connected onto EPC supply in the time frame stipulated in the Service Service Charter
3. System information on new customers is updated and accurate
4. Duty of Care is provided to EPC customers
5. Working afterhours can be challenging.

DETAILED DESCRIPTION OF DUTIES

Major Responsibilities	Activities	Performance Indicators
1. Conducts and Supervises the Inspection of all structures installed with any electrical system	1.1. Plans and conducts inspections of electrical installations on all structures.. 1.2. Provides and Prepares Codes Regulations and other requirements under law for all electricians to abide with 1.3. Inspects that all electrical installations follow standards as stipulated by AS/NZ 3000. 1.4. Implements, explains, and interprets information, codes, regulations, ordinances and EPC policies and procedures to private electricians and consumers which govern electrical installations in Samoa. 1.5. Checks all electrical installations are in compliance with approved EPC REGULATIONS and Fire and Safety standards provided by FESA.(Fire Emergency Services Authority).	All inspections are conducted thoroughly on all structures installed with any electrical system.

2.Preparation and Writing of Reports	<p>2.1.Prepare progressive reports of all inspections before and after such projects are completed.</p> <p>2.2. Fill in daffron requirements with appropriate feedback for all installation completely done.</p> <p>2.3 Fill in the connections forms correctly describing technical details of the connected customers</p>	<p>Reports are completed with follow up.</p> <p>Forms are delivered on time to Customer Services</p>
3. Issues Notes of Violation	3.1.Issues notes to electricians signed by EPC Authority of codes and other procedures violated in their installation work, and to make immediate corrections on given time-frame.	Notes on violations are served and corrections made on time.
4. Staff Performance Review	<p>4.1 Conduct annual staff performance review and submit performance appraisal reports to the Divisional Manager</p> <p>4.2 Enforce staff adherence to EPC policies, procedures and the expected conduct</p>	<p>Improve staff compliance</p> <p>Compliance to PMF requirements</p>
5. Sound Advice	4.1. Provides sound technical advice to EPC for improvements needed for electrical installations on all structures.	Improvements are made to the system
6. Other duties as directed	<p>6.1 Act in the capacity in the absence of Chief Engineer Distribution and Utilization when allocated.</p> <p>6.2 Carry out other duties as directed by Management that is within your capabilities</p> <p>6.3 Represent EPC to meetings, workshops, seminars etc.</p>	<p>Acting performance is satisfactory</p> <p>Performance of other duties satisfactory</p> <p>Effective contribution in meetings</p>

KEY RELATIONSHIPS

INTERNAL	EXERNAL
EPC Board of Directors, Management &	Local & Overseas Contractors. General Public.

Skills and Abilities

Demonstrated skills, ability and experience in the following:

1. Electrical Systems Expertise

- i. Comprehensive knowledge of electrical systems, including power distribution, transformers, circuit breakers, and wiring standards.
- ii. Ability to inspect, diagnose, and troubleshoot electrical installations in compliance with codes EPC uses.

2. Building Services Knowledge

- iii. Understanding of HVAC systems, plumbing, fire alarms, and other building service systems.
- iv. Ability to inspect these services for operational efficiency and safety, as well as ensuring they meet design specifications and standards.

3. Compliance with Codes and Regulations

- v. Strong understanding of relevant electrical and building codes, safety standards, and regulations
- vi. Ability to ensure compliance during inspections and make recommendations for corrective actions when necessary.

4. Inspection and Quality Assurance

- vii. Expertise in conducting thorough inspections of electrical and building systems, documenting findings, and ensuring quality control.
- viii. Ability to generate detailed reports on inspections, highlighting non-compliance and suggesting improvements.

5. Project Management Skills

- ix. Experience in managing projects, including budgeting, scheduling, and overseeing teams of inspectors or contractors.
- x. Ability to coordinate multiple inspections and ensure timely completion of tasks while maintaining high standards.

6. Communication and Interpersonal Skills

- xi. Strong communication skills to interact with contractors, engineers, and building owners, conveying technical information clearly and effectively.
- xii. Ability to collaborate with different stakeholders to resolve issues and ensure compliance with safety and building standards.

7. Problem-Solving and Analytical Abilities

- i. Strong problem-solving skills to quickly diagnose and resolve issues in electrical or building systems.
- ii. Analytical abilities to interpret technical drawings, blueprints, and electrical diagrams, and assess compliance with designs.

8. Leadership and Supervisory Abilities

- i. Ability to lead and mentor junior inspectors or team members, providing guidance on best practices, safety protocols, and inspection techniques.
- ii. Supervisory experience in overseeing inspection processes, ensuring accountability, and maintaining high levels of professionalism and quality.

Personal Attributes

- i. Displays strong passion and commitment in engineering work in the power utility sector.
- ii. Displays transparency and accountability to work.
- iii. Displays strong work ethics, Impartiality and Professionalism at all time

Working Experience

Minimum of 5 years of working experience in electrical work and in capacity of Electrical Inspector and in progressive capacity as a supervisor

Qualifications

- i. Academic Qualifications: A Bachelor of Electrical Engineering Degree or a Diploma in Electrical Engineering or related field of study.

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> DISTRIBUTION/UTILIZATION	<i>Location</i> VAITELE	
<i>Position Code</i> DU-C4-UT	<i>Title</i> Senior Inspector Electrical/Building Services	<i>Supervisor Position Code</i> DU-C2-M	
		<i>Salary Grade</i> A11/L11	<i>Salary Rate</i> \$72,946 per annum

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 Manager 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 skills, ability and experience in the following:

1. Electrical Systems Expertise
 - i. Comprehensive knowledge of electrical systems, including power distribution, transformers, circuit breakers, and wiring standards.
 - ii. Ability to inspect, diagnose, and troubleshoot electrical installations in compliance with codes EPC uses.
2. Building Services Knowledge
 - iii. Understanding of HVAC systems, plumbing, fire alarms, and other building service systems.
 - iv. Ability to inspect these services for operational efficiency and safety, as well as ensuring they meet design specifications and standards.
3. Compliance with Codes and Regulations
 - v. Strong understanding of relevant electrical and building codes, safety standards, and regulations
 - vi. Ability to ensure compliance during inspections and make recommendations for corrective actions when necessary.

4. Inspection and Quality Assurance
- vii. Expertise in conducting thorough inspections of electrical and building systems, documenting findings, and ensuring quality control.
- viii. Ability to generate detailed reports on inspections, highlighting non-compliance and suggesting improvements.
5. Project Management Skills
- ix. Experience in managing projects, including budgeting, scheduling, and overseeing teams of inspectors or contractors.
- x. Ability to coordinate multiple inspections and ensure timely completion of tasks while maintaining high standards.
6. Communication and Interpersonal Skills
- xi. Strong communication skills to interact with contractors, engineers, and building owners, conveying technical information clearly and effectively.
- xii. Ability to collaborate with different stakeholders to resolve issues and ensure compliance with safety and building standards.
7. Problem-Solving and Analytical Abilities
- i. Strong problem-solving skills to quickly diagnose and resolve issues in electrical or building systems.
- ii. Analytical abilities to interpret technical drawings, blueprints, and electrical diagrams, and assess compliance with designs.
8. Leadership and Supervisory Abilities
- i. Ability to lead and mentor junior inspectors or team members, providing guidance on best practices, safety protocols, and inspection techniques.
- ii. Supervisory experience in overseeing inspection processes, ensuring accountability, and maintaining high levels of professionalism and quality.

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

- i. Displays strong passion and commitment in engineering work in the power utility sector.
- ii. Displays transparency and accountability to work.
- iii. Displays strong work ethics, Impartiality and Professionalism at all time

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

Minimum of 5 years of working experience in electrical work and in capacity of Electrical Inspector and in progressive capacity as a supervisor

4. Qualifications (refer to JD for full details)

- i. Academic Qualifications: A Bachelor of Electrical Engineering Degree or a Diploma in Electrical Engineering or related field of study.

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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