

# 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 Accounts Payable**” 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 Accounts Payable"/>
Position Code	<input type="text" value="FC-C4-AP"/>

### 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 Accounts Payable"/>	Position Code:	<input type="text" value="FC-C4-AP"/>
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 Accounts Payable	<b>Position Code:</b> FC-C4-A
<b>Position Grade:</b> E6/L6 contract 3 yrs.	<b>Salary Grade:</b> \$72,946 p.a.
<b>Location:</b> Level 5, Tui Atua Tupua Tamasese Efi Building, SOGI	
<b>Reports to:</b> Chief Finance Officer / Manager Finance & Commerce	
<b>Review by:</b> MFC	<b>Date :</b> October 2021

#### VISION

*To be a sustainable electricity provider in the Region*

#### IMMEDIATE VISION

*Increased access by all people to quality and affordable electricity supply for Samoa*

#### 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:

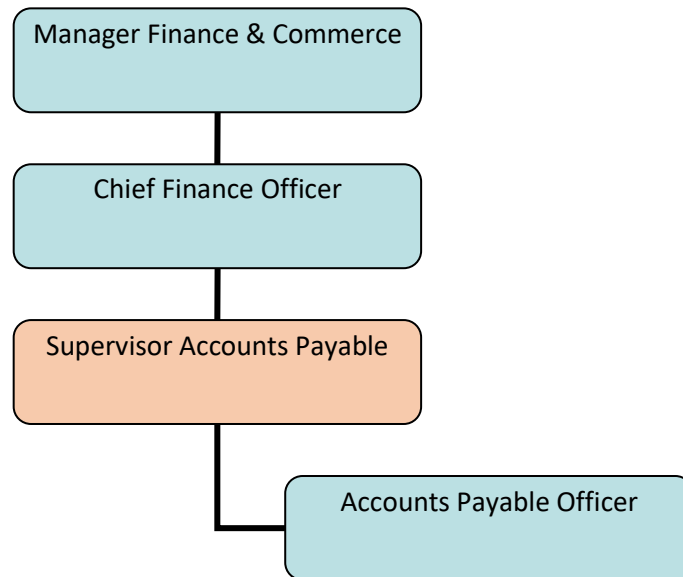
- Increased generation of electricity from renewable sources
- Increased efficiency of power generation and distribution and
- More efficient use of electricity by consumers

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

- i) **Passion** for excellent customer service
- 2) **Respect** for all stakeholders (customers, staff, government, community, donors and the environment
- 3) **Integrity**- Absolute and honesty in everything we do
- 4) **Innovation** - Always looking for better and cheaper ways of doing things
- 5) **Delivery** - Do everything with enthusiasm and determination. Meet the highest standards in everything we do
- 6) **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 FINANCE & COMMERCE



### SUMMARY OF THIS POSITION

The position is responsible for overseeing the Accounts Payable section of the Division. The Section handles all local and overseas payments to suppliers for the provision of goods and services required for the provision of services of the Corporation. It is also responsible for processing of payments for remuneration of all personnel on a fortnightly basis, as well as for other staff benefits.

### DESIRED OUTPUTS / 'MAJOR CHALLENGES'

The following are the key outputs of this position:

- All payments are accounted and paid up
- All queries/complaints on payments are attended to and solved.
- Ensure the weekly, fortnightly and monthly payments are up to date to avoid penalty fees.
- Ensure staff salaries are credited on time every fortnight and payslips available on Tuesdays before pay day
- Ensure payment of ACC, NPF levies and Tax are up to date to avoid interest in staff contribution and penalty fees
- Monthly reconciliation and monitoring of GL accounts and manual Accrual basis book to achieve monthly reports deadline

### DETAILED DESCRIPTION OF DUTIES

Responsibilities/ Expectations	Activities	Performance Indicators
Supervise both local and overseas	<ul style="list-style-type: none"> <li>• Identify and verify all PO and invoices with the IXP AP</li> </ul>	Payments are made on a timely basis and no

<p>payment processing</p>	<p>system before processing payments, to avoid double payment</p> <ul style="list-style-type: none"> <li>• Final checking of all documents and GL account number, then forward for coding checks to process cheques</li> <li>• Ensure all purchasing of previous months are accounted and paid in the following months</li> <li>• Ensure requirements for overseas payments are complied with before processing</li> <li>• All queries/complaints on payments are attended to and solved on a timely basis.</li> <li>• Ensure staff salaries are credited on time every fortnight and payslips available on Tuesdays before pay day</li> <li>• Ensure payment of ACC, NPF levies and Tax are up to date to avoid interest in staff contribution and penalty fees</li> <li>• Monthly reconciliation and monitoring of GL accounts and manual Accrual basis book to achieve monthly reports deadline</li> <li>• Assist with the preparation of the VAGST return on a bi-monthly basis</li> <li>• Continuously work with Banks to improve payment processes and ensure corporation is kept up to date with developments in online and electronic payment options to minimise costs</li> </ul>	<p>complaints from suppliers</p> <p>All personnel receive their just remunerations on time</p> <p>Timeframes for monthly, quarterly and annual reports are met</p> <p>VAGST returns are filed 21 days after the reference period</p>
<p>Monitor and Evaluate performance of staff ensuring planned activities and targets are</p>	<ul style="list-style-type: none"> <li>- Assist with the completion of staff performance appraisal completed every six months ensuring targets are met</li> <li>- Six month reporting on Section's performance</li> </ul>	<ul style="list-style-type: none"> <li>- Staff appraisals completed within the required timeframe</li> </ul>

met	against its annual plan	
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**SCOPE:**

	\$ Direct	\$ Indirect
<b>Staff</b>		
<b>Budget Allocation</b>		

**KEY RELATIONSHIPS**

<b>INTERNAL</b>	<b>EXTERNAL</b>
General Manager All Managers All Staff	All Local and Overseas Suppliers of the Corporation Local Banks

**Selection Criteria**

**Skills and Abilities**

- i. A sound knowledge of Finance Policy and internal controls
- ii. Demonstrated ability and skills in time management and finance best practice
- iii. A sound knowledge and understanding of power generating policies and systems, and business environment of EPC
- iv. Demonstrated ability to supervise and lead a team to improve individual performance in allocated tasks to ensure the delivery of section outputs
- v. Ability to uphold ethics and values of Accounting practices and Code of Ethics and has good previous records of work performance

**Personal Attributes**

- i. Displays Transparency and Accountability at performance of tasks.
- ii. Has Excellent Team-player spirit and opens to ideas for improvement of system

**Working Experience**

- i. Has a minimum of 3 years of relevant work experience in a commercial operation at a senior level

**Qualifications**

- i. Minimum Bachelor degree in Commerce or similar field from an accredited university.
- ii. A member of Samoa's Institute of Accountants or working towards membership

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> FINANCE & COMMERCE	<i>Location</i> SOGI	
<i>Position Code</i> FC-C4-AP	<i>Title</i> Supervisor Accounts Payable	<i>Supervisor Position Code</i> FC-C3-CF	
		<i>Salary Grade</i> E6/L6	<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)**

- ii. Demonstrated ability and skills in time management and finance best practice
- iii. A sound knowledge and understanding of power generating policies and systems, and business environment of EPC
- iv. Demonstrated ability to supervise and lead a team to improve individual performance in allocated tasks to ensure the delivery of section outputs
- v. Ability to uphold ethics and values of Accounting practices and Code of Ethics and has good previous records of work performance

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



- i. Displays Transparency and Accountability at performance of tasks.
- ii. Has Excellent Team-player spirit and opens to ideas for improvement of system

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

- i. Has a minimum of 3 years of relevant work experience in a commercial operation at a senior level

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

- i. Minimum Bachelor degree in Commerce or similar field from an accredited university.
- ii. A member of Samoa's Institute of Accountants or working towards membership

**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>	Samoan				
1. Limited conversation, reading of newspapers, routine correspondence	English					
2. Engage freely in discussions, read write more difficult material	Other (specify)					
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

[Supervisor Accounts Payable]

*(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. A sound knowledge of Finance Policy and internal controls	
	ii. Demonstrated ability and skills in time management and finance best practice	
	iii. A sound knowledge and understanding of power generating policies and systems, and business environment of EPC	
	iv. Demonstrated ability to supervise and lead a team to improve individual performance in allocated tasks to ensure the delivery of section outputs	
	v. Ability to uphold ethics and values of Accounting practices and Code of Ethics and has good previous records of work performance	
<b>2. Personal Attributes</b>	i. Displays Transparency and Accountability at performance of tasks. ii. Has Excellent Team-player spirit and opens to ideas for improvement of system	
<b>3. Experience and Past Work Performance</b>	Has a minimum of 3 years of relevant work experience in a commercial operation at a senior level	

<b>4. Qualifications</b>	i. Minimum Bachelor degree in Commerce or similar field from an accredited university. ii. A member of Samoa’s Institute of Accountants or working towards membership	
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**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:...../...../.....