

ELECTRIC POWER CORPORATION



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 Team Leader Metering**” 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 to matamuf@epc.ws before or on **Monday 21st 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="Team Leader Metering"/>
Position Code	<input type="text" value="QAD-C4-M"/>

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="Team Leader Metering"/>	Position Code:	<input type="text" value="QAD-C4-M"/>
Name:	<input type="text"/>	Date Received	<input type="text"/>
		Email/Postal Address	<input type="text"/>

ELECTRIC POWER CORPORATION

JOB DESCRIPTION

Position Title: Team Leader Metering	Position Code: QAD-C4-M
Position Grade: A 11/L11	Salary Grade: \$72,946
Location: Level 1, TATTE Building - SOGI	
Reports to: Chief Engineer Quality Assurance & Development	
Review by: HRM	Date: 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)

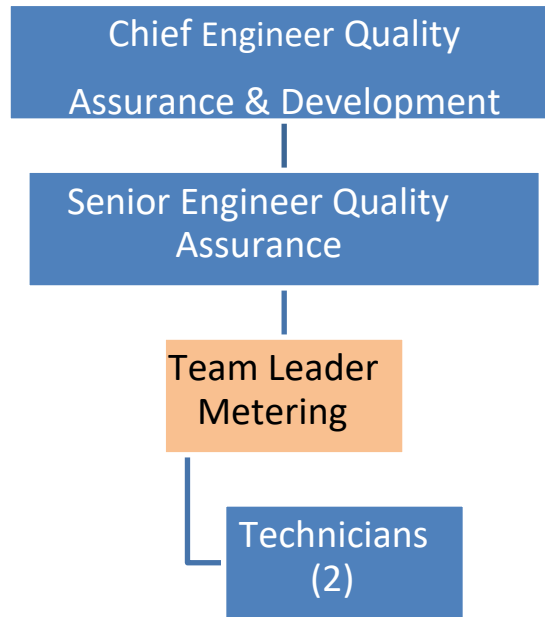
Integrity Absolute and honesty in everything we do

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

DIVISIONAL STRUCTURE OF QAD



SUMMARY OF THIS POSITION

The candidate in this position will:

1. Lead team responsible for conversion of post paid meters to pre paid cash power meter
2. Attend to public complaints on meter readings and carry out proper investigations
3. Provide monthly reports on meter conversions
4. Attend with meter tamperers and disconnect them from the system
5. Assist with meter installations, troubleshooting & disconnection of main consumers
6. Provide information for Consumers and Private sector on work sites
7. Assist and verify per inspections surveys
8. Pre inspect works carried out by private electricians

DESIRED OUTPUTS / 'MAJOR CHALLENGES'

1. Reduction of non technical losses
2. Private electricians works meet the required standards
3. Reduction of delays in pre-inspections work
4. Expedient response to Customer complaints
5. Technical works are proper documented and reported monthly to the Chief Engineer for analysis
6. Working afterhours can be challenging

DETAILED DESCRIPTION OF DUTIES

Major Responsibilities	Activities	Performance Indicators
1. Investigate meter tampering and illegal meter shift	1.1 Carry out surveys of suspected tampering by customers 1.2 Disconnect all tampers and file reports for the Chief Engineer QAD 1.3 Follow up of all tampers and re connect if all conditions for reconnection have been satisfied 1.4 Attend to all illegal meter shift installations and carry out EPC disconnection procedures	Decrease in System Losses. Low voltage Network cleaned up
2. Test meters for faults and accuracy	2.1 Investigate complaints from customers in regards to meter consumption 2.2 Trouble shoot for meter errors 2.3 Carry out analysis on remaining units for faulty or replaced meters 2.4 Attend to any smart meters technical complaint	Customers are metered accurately according to their consumption Non-technical losses are reduced Customer meter issues are addressed on time
3. Quality checks on electricians' work	3.1 Carry out systematic progressive checks of electrical installations that are ready for final inspection and connection to EPC system 3.2 Advice electricians in regards to outcome of quality checks 3.3 Provide awareness and information on site to electricians in regards to areas needed for improvement of performance	Reduced complaints from public due to quality of electrician's works Reduced risk of fires and other accidents related to poor quality of electrical installation

4. Carry out checks on abnormal consumption by consumers	4.1 Investigate customers who are suspected of non-vending 4.2 Carry out door to door inspections of customers on feeders with high non-technical losses 4.3 Correct customer information on system	Reduction on non-technical losses Consumers mapped out correctly to their feeders
5. Attend to any customer complaints	5.1 Investigate and attend to complaints by customers and duly report 5.2 Attend to any suspected tampering as reported by the public or other EPC Division	Improvements are made to the system Reduction of non-technical losses
6 Monthly reports for team's activities and technical reports for faults and re-issues	6.1 Produce monthly reports on activities of team 6.2 Produce any other report on re-issues or fault analysis on meters when required by Chief Engineer	Reports are made available on time

SCOPE:

	Direct	Indirect
Staff		
Budget Allocation		

KEY RELATIONSHIP

INTERNAL	EXTERNAL
EPC Board of Directors, Management &	Local & Overseas Contractors. Local & Overseas Electricians. Business community General Public Government Agencies

Skills and Abilities

- i. Possess Knowledge of AS/NZ 3000 Wiring Regulations.

- ii. Ability to transfer knowledge of Electrical Code to other electricians for improvement of system through trainings and other means of communications.
- iii. Has the knowledge of electrical system designs with ability to read and interpret technical plans.
- iv. Ability to exercise tact and diplomacy when dealing with EPC staff, other group of electricians and contractors, and the general public when carrying out inspections and other related duties.
- v. Demonstrated ability to provide solutions to technical problems in order to resolve them on time.
- vi. Has the confidence and ability to give advice to EPC for system improvements.
- vii. Ability to write reports in proper format for Management's perusal
- viii. Excellent computer skills and highly literate in other programs.
- ix. Good time management with ability to prepare work-plans for staff.
- x. Ability to drive a manual vehicle and must possess a valid Samoan driver's license

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

- i. Has a minimum of ten years of working experience in electrical works

Qualifications

- i. Minimum of Diploma or Trade Certificate in Electrical.



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> QAD	<i>Location</i> TATTE BUILDING LEVEL 5, SOGI	
<i>Position Code</i> QAD-C4-M	<i>Title</i> Team Leader Metering	<i>Supervisor Position Code</i> QAD-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. Possess Knowledge of AS/NZ 3000 Wiring Regulations.
- ii. Ability to transfer knowledge of Electrical Code to other electricians for improvement of system through trainings and other means of communications.
- iii. Has the knowledge of electrical system designs with ability to read and interpret technical plans.
- iv. Ability to exercise tact and diplomacy when dealing with EPC staff, other group of electricians and contractors, and the general public when carrying out inspections and other related duties.
- v. Demonstrated ability to provide solutions to technical problems in order to resolve them on time.
- vi. Has the confidence and ability to give advice to EPC for system improvements.
- vii. Ability to write reports in proper format for Management's perusal
- viii. Excellent computer skills and highly literate in other programs.
- ix. Good time management with ability to prepare work-plans for staff.

x. Ability to drive a manual vehicle and must possess a valid Samoan driver's license

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 ten years of working experience in electrical works

4. Qualifications (refer to JD for full details)

Minimum of Diploma or Trade Certificate in Electrical.

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 material			
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

[Team Leader Metering]

(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. Possess Knowledge of AS/NZ 3000 Wiring Regulations.	
	ii. Ability to transfer knowledge of Electrical Code to other electricians for improvement of system through trainings and other means of communications.	
	iii. Has the knowledge of electrical system designs with ability to read and interpret technical plans.	
	iv. Ability to exercise tact and diplomacy when dealing with EPC staff, other group of electricians and contractors, and the general public when carrying out inspections and other related duties.	
	v. Demonstrated ability to provide solutions to technical problems in order to resolve them on time.	
	vi. Has the confidence and ability to give advice to EPC for system improvements.	
	vii. Ability to write reports in proper format for Management's perusal	
	viii. Excellent computer skills and highly literate in other programs.	
	ix. Good time management with ability to prepare work-plans for	

	<p>staff.</p> <p>x. Ability to drive a manual vehicle and must possess a valid Samoan driver's license</p>	
2. Personal Attributes	<p>i. Prioritizes safety procedures at all times</p> <p>ii. Honest, transparent and accountable</p> <p>iii. Committed and passionate for quality work</p>	
3. Experience and Past Work Performance	Has a minimum of ten years of working experience in electrical works	
4. Qualifications	Minimum of Diploma or Trade Certificate in Electrical.	

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:...../...../.....