

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 Quality Assurance**” 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 Quality Assurance"/>
Position Code	<input type="text" value="QAD-C4-Q"/>

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 Quality Assurance"/>	Position Code:	<input type="text" value="QAD-C4-Q"/>
Name:	<input type="text"/>	Date Received	<input type="text"/>
		Email/Postal Address	<input type="text"/>

ELECTRIC POWER CORPORATION

JOB DESCRIPTION

Position Title: Team Leader Quality Assurance	Position Code: QAD-C4-QA
Position Status: E6/L6 contract 3 yrs.	Salary Grade: \$72,946.
Location: Level 5, TATTE Building - Sogi	
Reports to: Snr. Engineer Quality Assurance /CE-QAD	
Review by: CE-QAD /	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, donors, community) and the environment

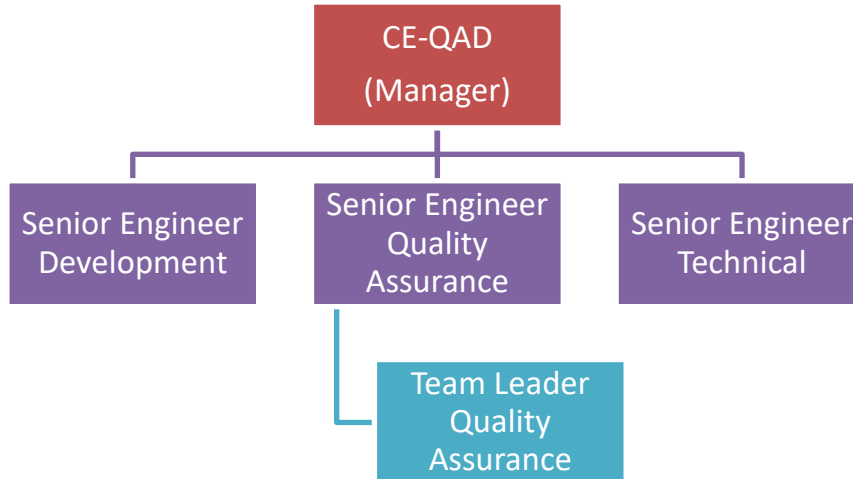
Integrity Absolute and honest in everything we do

Innovation Always looking for better and economical ways of doing things

Delivery Do everything with enthusiasm and determination and in consultation

Empowerment Encourage all staff to be accountable and transparent with what they do

DIVISIONAL STRUCTURE OF QAD DIVISION



SUMMARY OF THIS POSITION.

The candidate in this position will work with EPC Electricians and the private sector to:

1. Carry out inspections of EPC meter & main switchboard installations of EPC consumer & ensure it meets AS/NZ 2007 wiring standards..
2. Check & verify EPC meters are reading accurately.
3. Provide advice to EPC of improvements to be made on any installation to meet safety regulations.
4. Report meter tamper found & meters unbilled.
5. Assist with Meter installations, troubleshooting & disconnection of main consumers.
6. Investigate & report on consumer complaints regarding meter & power usage.
7. Spot checks on new major connections.
8. Quality assure works carried out by EPC inspection team

DESIRED OUTPUTS / 'MAJOR CHALLENGES'.

1. Electrical installations in buildings are properly inspected.
2. Reduce distribution non-technical & technical losses.
3. Monthly report of all CT meters, power factor correction testings & visual checks
4. Assist Legal in any tampering investigations on technical matters
5. Planning, assigning, and supervising inspections for the enforcement of codes, laws, and ordinance covering the installations, constructions and maintenance of electrical system.
6. Working afterhours can be challenging.

DETAILED DESCRIPTION OF DUTIES

Major Responsibilities	Activities	Performance Indicators
1 Conduct Follow Up Inspections of established electrical installations	1.1 Plan and conduct follow up inspections of electrical installations on all structures 1.2 Provides and prepares codes, regulations and other requirements under the law for all electricians to abide with.	All inspections are conducted thoroughly on all structures installed with any electrical system.

	<p>1.3 All electrical installations follow strict codes and approved regulations.</p> <p>1.4 Implement, explain, and interprets information, codes, regulations, ordinances and EPC policies and procedures which govern electrical installations in Samoa.</p> <p>1.5 Check all electrical installations are in compliance with Fire and Safety standards.</p>	
2. Periodic follow up of customers with CT meters	<p>1. Verify the performance of the revenue meter and it is fully functioning</p> <p>2. Check that the multiplying factor for CTs are the correct ones and confirm on the system</p> <p>3. Inspection of all new CT connected customers to ensure that they follow EPC's requirement for such connections</p>	Large consumers are accurately metered
3. Issue Notes of Violation	<p>3.1 Issue 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.</p> <p>3.2 Follow up of customers in regards to remedial works</p>	Notes on violations are served and corrections made on time.
4. Provision of sound technical advice to EPC and to other electricians.	4.1 Provide professional advice and carry out remedial actions to any EPC low voltage installation that requires improvement	Improvements are made to the system

	4.2 Carry out electricity audit for customers requesting a breakdown of their electricity consumption	
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SCOPE:

	Direct	Indirect
Staff		
Budget Allocation		

KEY RELATIONSHIPS

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 programmes.
- ix. Good time management with ability to prepare work-plans for staff.

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 three years of working experience in electrical works

Qualifications

Bachelor Degree in Electrical Engineering or Diploma in Electrical Engineering

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> QUALITY ASSURANCE AND DEVELOPMENT	<i>Location</i> SOGI	
<i>Position Code</i> QAD-C4-Q	<i>Title</i> Team Leader Quality Assurance	<i>Supervisor Position Code</i> QA-C3-Q	
		<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)

- 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 programmes.
- ix. Good time management with ability to prepare work-plans for staff.

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 three years of working experience in electrical works

4. Qualifications (refer to JD for full details)

Bachelor Degree in Electrical Engineering or Diploma in Electrical Engineering

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 Quality Assurance]

(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 programmes.	
	ix. Good time management with ability to prepare work-plans for staff.	

2. Personal Attributes	<ul style="list-style-type: none"> 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	Has a minimum of three years of working experience in electrical works	
4. Qualifications	Bachelor Degree in Electrical Engineering or Diploma in Electrical Engineering	

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