

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 Telecommunications Engineer**” 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="Telecommunications Engineer"/>
Position Code	<input type="text" value="NCC-C4-T"/>

Demographics – please tick the appropriate box:

Gender	<input type="checkbox"/> Female	<input type="checkbox"/> Male
Nationality	<input type="checkbox"/> Other	<input type="checkbox"/> Other (please specify) <input type="text"/>

Current Employment Status – please tick the appropriate box that describes your current employment status

<input type="checkbox"/> Internal (Same Ministry)	<input type="checkbox"/> Other Public Service/Government Ministries/Office	<input type="checkbox"/> Employed in SOE/Public Bodies	<input type="checkbox"/> Employed in Private Sector	
<input type="checkbox"/> NGOs	<input type="checkbox"/> Not Employed	<input type="checkbox"/> Self Employed	<input type="checkbox"/> Studying	<input type="checkbox"/> Overseas

Finding out about the vacancy – please tick the appropriate box to show how you found out about this vacancy?

<input type="checkbox"/> PSC Website	
<input type="checkbox"/> Ministry Website (please specify)	<input type="text"/>
<input type="checkbox"/> Local Paper (please specify)	<input type="text"/>
<input type="checkbox"/> PSC/Ministry Noticeboard (please specify)	<input type="text"/>
<input type="checkbox"/> Word of mouth/Friends/Family Member	
<input type="checkbox"/> Other (please specify)	<input type="text"/>

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="Telecommunications Engineer"/>	Position Code:	<input type="text" value="NCC-C4-T"/>
Name:	<input type="text"/>	Date Received	<input type="text"/>
		Email/Postal Address	<input type="text"/>

ELECTRIC POWER CORPORATION

JOB DESCRIPTION

Position Title: Telecommunications Engineer	Position Code: NCDC-C4-TC
Position Grade: A11/L11	Salary Grade: \$72,946
Location: National Control and Dispatching Centre, FULUASOU	
Reports to: Senior Engineer Dispatching & Radio Telecom / Chief Engineer NCDC	
Review by: CE-NCDC	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)

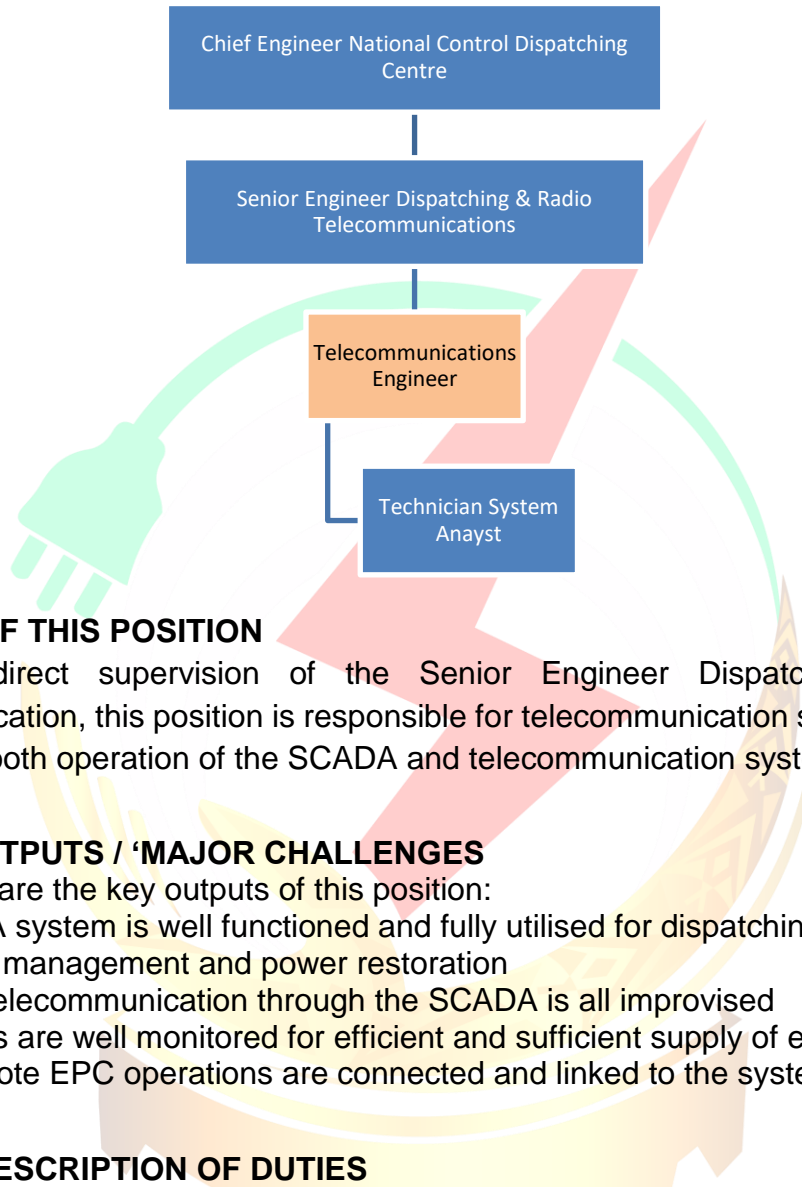
Integrity Absolute and honesty in everything we do

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 NATIONAL CONTROL DISPATCHING CENTRE



SUMMARY OF THIS POSITION

Under the direct supervision of the Senior Engineer Dispatching & Radio Telecommunication, this position is responsible for telecommunication support services to ensure smooth operation of the SCADA and telecommunication systems.

DESIRED OUTPUTS / 'MAJOR CHALLENGES

The following are the key outputs of this position:

1. SCADA system is well functioned and fully utilised for dispatching, switching, energy management and power restoration
2. EPC Telecommunication through the SCADA is all improvised
3. All IPPs are well monitored for efficient and sufficient supply of electricity
4. All remote EPC operations are connected and linked to the system

DETAILED DESCRIPTION OF DUTIES

Major Responsibilities	Activities	Performance Indicators
1. Assist the Senior Engineer Dispatching Centre and Radio Telecommunication for the operation of the overall telecommunication system	1.1 Implement telephone solutions for all EPC locations 1.2 Update all division data and telecommunication documentations and databases 1.3 Plan and implement effective monitoring tools for all EPC	1.1.1 Telephone services operational at all times 1.1.2 Database is update 1.1.3 CCTV of remote sites is operational

	<p>plant sites (e.g CCTV)</p> <p>1.4 Plan and implement upgrade of communication link</p> <p>1.5 Conduct maintenance of SCADA, Radio, Fiber and Phone Systems</p>	<p>1.1.4 Upgrade complete</p> <p>1.1.5 Comply with maintenance schedule</p>
<p>2. Assist with integration of all plants to the SCADA system</p>	<p>2.1 Ensure data is available from RE sources</p> <p>2.2 Participate in the monitoring and evaluation of the efficiency and effectiveness of service delivery methods and procedures</p>	<p>2.1.1 100% participation in the project</p> <p>2.1.2 Progress reports submitted to SE</p>
<p>3. Assist with planning , directing, coordinating and reviewing of the work for telecommunications and budget forecast</p>	<p>3.1 Develop and implement the preventive maintenance plan</p> <p>3.2 Responsible for the timely and accurate recording of activities and maintenance of appropriate files, including job orders, work orders and project status</p> <p>3.3 Participate in the development of the budget in the forecast of funds need for equipment,</p>	<p>3.1.1 Preventive Maintenance Plan approved</p> <p>3.2.1 Documentation in order and complete</p> <p>3.3.1 Proposed budget approved</p>

	materials and supplies	
4. Assist in developing and review of telecommunication policy and standard operating procedures	<p>4.1 Review, develop and document telecommunication policy and standard operating procedures</p> <p>4.2 Conduct awareness workshops to inform staff of policy</p> <p>4.3 Develop and upgrade Fibre Optic cable network for most services of EPC generation, distribution and transmission network.</p>	<p>4.1.1 Telecommunication Policy and SOP's complete and approved</p> <p>4.1.2 Awareness workshops completed</p> <p>4.3.1 Performance of Fibre Optic network expand to EPC core services</p>
5. Other duties as directed	<p>5.1 Act in the capacity as Senior Telecommunication Engineer when required</p> <p>5.2 Carry out other duties as directed that is within his/her capabilities</p>	<p>5.1.1 Performance in acting capacity is satisfactory</p> <p>5.2.2 Performance of other assigned duties is satisfactory</p>

SCOPE:

	Direct	Indirect
Staff	1	
Budget Allocation		

KEY RELATIONSHIPS

INTERNAL	EXTERNAL
General Manager All Managers	EPC stakeholders

All Staff	
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Skills and Abilities

Demonstrated skills, abilities and experience in application of the following:

1. High level understanding of Telecommunications Systems

i. Expertise in designing, implementing, and maintaining telecommunications infrastructure, including fibre optics, microwave systems, satellite communications, and wireless networks.

2. Understanding of Power Systems Integration

ii. Familiarity with integrating telecommunications networks with electrical grid systems, enabling real-time monitoring, control, and communication within the utility.

3. Proficiency in Network Security

iii. Skills in protecting telecommunications infrastructure from cyber threats by implementing firewalls, encryption protocols, and other security measures to safeguard communication systems.

4. Project Management and Planning

iv. Ability to lead projects involving the installation or upgrade of telecommunications systems, including managing timelines, budgets, and coordination with stakeholders.

5. Problem-Solving and Troubleshooting

v. Strong analytical skills for diagnosing and resolving issues in communication systems, such as signal interference, network failures, or hardware malfunctions.

6. Knowledge of Regulatory Standards and Compliance

vi. Familiarity with local and international telecommunications regulations, ensuring that systems comply with legal requirements and industry best practices in Samoa.

Personal Attributes

- i. Good leadership and Teamwork
- ii. Committed and has strong passion for EPC technical work
- iii. Transparent and Accountable to work

Experience and Past Work Performance

- i. Has a minimum of five years of professional experience in Engineering, Electronics or Telecommunication, or any combination of relevant work experience

Qualifications

- i. A Bachelor Degree in Electrical Engineering, Electronics or Telecommunication and/or a related discipline from a recognised institution

EPC
POWER FOR THE NATION

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> NATIONAL CONTROL CENTRE	<i>Location</i> FULUASOU	
<i>Position Code</i> NCC-C4-T	<i>Title</i> Telecommunications Engineer	<i>Supervisor Position Code</i> NCC-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)

Demonstrated skills, abilities and experience in application of the following:

1. High level understanding of Telecommunications Systems
 - i. Expertise in designing, implementing, and maintaining telecommunications infrastructure, including fibre optics, microwave systems, satellite communications, and wireless networks.
2. Understanding of Power Systems Integration
 - ii. Familiarity with integrating telecommunications networks with electrical grid systems, enabling real-time monitoring, control, and communication within the utility.
3. Proficiency in Network Security
 - iii. Skills in protecting telecommunications infrastructure from cyber threats by implementing firewalls, encryption protocols, and other security measures to safeguard communication systems.

4. Project Management and Planning
iv. Ability to lead projects involving the installation or upgrade of telecommunications systems, including managing timelines, budgets, and coordination with stakeholders.
5. Problem-Solving and Troubleshooting
v. Strong analytical skills for diagnosing and resolving issues in communication systems, such as signal interference, network failures, or hardware malfunctions.
6. Knowledge of Regulatory Standards and Compliance
vi. Familiarity with local and international telecommunications regulations, ensuring that systems comply with legal requirements and industry best practices in Samoa.

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

- i. Good leadership and Teamwork
ii. Committed and has strong passion for EPC technical work
iii. Transparent and Accountable to work

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

- i. Has a minimum of five years of professional experience in Engineering, Electronics or Telecommunication, or any combination of relevant work experience

4. Qualifications (refer to JD for full details)

- i. A Bachelor Degree in Electrical Engineering, Electronics or Telecommunication and/or a related discipline from a recognised institution

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	Samoan			
1. Limited conversation, reading of newspapers, routine correspondence	English			
2. Engage freely in discussions, read write more difficult materi	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



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RESPONSE TO SELECTION CRITERIA FOR THE POSITION OF

[Telecommunications Engineer]

(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. Demonstrated ability to work effectively and diligently to resolve complex faults on the power network and plant systems or equipment as the need arises.	
	ii. Demonstrated ability to provide solutions for improvement of the telecommunication system in order for it to be fully optimized and utilized	
	iii. Has strong technical knowhow to carry out any repair and maintenance work, and installation of telecommunication systems	
	iv. Demonstrated ability to prepare reports and maintenance plan when required from time to time	
	v. Demonstrated ability to use computer and all other software programmes that EPC uses	
	vi. Demonstrate ability to prepare technical and non-technical documentation and report for operation matters monthly, quarterly and annually. This also includes reports required and requested from stakeholders from time to time on operations	

2. 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	
3. Experience and Past Work Performance	A minimum of 5 years of relevant work experience in the electrical field.	
4. Qualifications	Academic Qualifications: A Bachelor of Electrical Engineering Degree or a Diploma in Electrical Engineering or related field of study.	

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