



MINISTRY FOR PUBLIC ENTERPRISES

Application Information Package

GENERAL MANAGER ELECTRIC POWER CORPORATION

(August 2023)

GUIDE FOR APPLICANTS

This Guide is to assist Applicants in compiling their Application.

Position Title	GENERAL MANAGER		
Public Body	ELECTRIC POWER CORPORATION		
Contact	Ministry for Public Enterprises Tel: +685 34500 Email: cam.wendt@mpe.gov.ws The Application Pack can be downloaded from the website link: www.mpe.gov.ws		
Making an Application	<p><u>All Applicants</u> are required to submit the following:</p> <ol style="list-style-type: none"> 1. A Cover Letter: <ol style="list-style-type: none"> (i) Expressing interest in the General Manager, Electric Power Corporation position; and (ii) Availability to start employment, if appointed. 2. Most recent curriculum vitae that includes: <ol style="list-style-type: none"> (i) Details of all your current and previous work history, including the following information: <ol style="list-style-type: none"> (a) Position Title, Employer and the dates you held the position; and (b) List of Achievements; and (c) Brief Summary of Key Accountabilities (ii) Certified copies of all certificates of academic achievements, qualifications, trainings, professional affiliation and other documents provided in support of your application. (<i>Certified copies are those that are seen and verified by a lawyer as true copies of the originals</i>); and (iii) Your contact details for correspondence purposes in relation to your application for this position. 3. Completed Referee Details with recent written references from three (3) professional referees (<i>Recent means no later than 12 months</i>). 		
Authorization Form	<p>By signing the Authorization Form you are:</p> <ul style="list-style-type: none"> • Consenting to the Ministry for Public Enterprises and Electric Power Corporation Board of Directors or a designated representative (Selection Panel) to approach in confidence, not only the named referees but other people who have personal knowledge of you, to gather information on your work performance, skills, knowledge, experience and attitude for assessing your suitability for the position; ▪ Consenting to security checks including vetting by the Samoa Police Service and general security clearance with other agencies may also be undertaken. 		
Submission of Application	<p>All applications for the advertised General Manager , Electric Power Corporation of Samoa position MUST be submitted to MPE and addressed to:</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%; vertical-align: top;"> <p>The Chairperson Board of Director Electric Power Corporation of Samoa, Apia, Samoa</p> </td> <td style="width: 50%; vertical-align: top;"> <p>MPE Address: Level 1, NPF Plaza Tel 34500 – Email info@mpe.gov.ws Beach Road, Apia</p> </td> </tr> </table>	<p>The Chairperson Board of Director Electric Power Corporation of Samoa, Apia, Samoa</p>	<p>MPE Address: Level 1, NPF Plaza Tel 34500 – Email info@mpe.gov.ws Beach Road, Apia</p>
<p>The Chairperson Board of Director Electric Power Corporation of Samoa, Apia, Samoa</p>	<p>MPE Address: Level 1, NPF Plaza Tel 34500 – Email info@mpe.gov.ws Beach Road, Apia</p>		
Closing Date	Friday 29th , September 2023, by 4.00pm		
Late Applications	It is important to note that ALL applications received after the time and date stated in the advertisement <u>WILL NOT</u> be accepted and considered during the short listing process. <i>A hard copy of an electronically submitted application received after the due date may be accepted given the electronic copy was received on time.</i>		

Job Description

EPC VISION 2025

To be a sustainable electricity provider in the Region.

EPC IMMEDIATE VISION

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

EPC 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

BACKGROUND

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 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.

SCOPE

	Direct	Indirect
STAFF	Management – 10 Support Staff – 4	283

POSITION DETAILS

Position Title: General Manager	Position Code: ES-C1
Position Grade: SPGrd	Salary Range: 123,621 – 128,037 pa
Location: Level 5, TATTE Building, SOGI	

Reports to:

The General Manager is responsible directly to the Board of Directors for:

- Provision of quality and professional advice on all matters pertaining to the generation, distribution and selling or electricity supply in Samoa.
- The professional and economical administration of the Corporation;
- The efficient and effective administration of all legislation relating to and affecting the Corporation;
- The prompt implementation of the Corporation and Government policies and directives.

The Ministry of Finance as well as the Ministry for Public Enterprises for compliance with the Public Bodies Act 2001, Public Finance Management Act 2001 and other relevant legislation and government Policies.

PRIMARY OBJECTIVE:

The General Manager position of the Electric Power Corporation is responsible for providing quality and professional advice to the Board, Minister and Cabinet on all matters pertaining to the generation, distribution and selling of electricity supply in Samoa. The position is also responsible for providing strategic leadership and overall management of the Corporation to ensure that its vision and mission are realised within set timeframes.

DUTIES AND MAIN RESPONSIBILITIES:

1. Provide leadership and vision to drive the organisation to maintain a productive, cost effective, safe and legally compliant workplace.
2. Foster an environment of continuous improvement for EPC
3. Create a space/forum where Managers and external stakeholders discuss and dialogue on innovative ideas

4. Perform the statutory function and responsibilities of the Corporation as prescribed under the relevant legislation and Government policies and directives.
5. Provide strategic advice to Board of Directors on all financial issues, service-delivery, policies and procedures.
6. Provide appropriate technical advice and information to the Board whenever necessary.
7. Provide the Board with all business reports on monthly and quarterly intervals, and as required by the Board.
8. Act on his/her own authority, or the authority delegated from the Board of Directors and must, as required be able to justify decisions taken.
9. Lead, manage and constantly review the daily operations and internal controls of the Corporation encompassing:
 - Employees;
 - Budget and resources;
 - Systems and processes.
10. Prepare and submit within the statutory time-frame the following:
 - Annual report (including audited financial statements) to the Board and Parliament as stipulated in the relevant Act(s) governing the operations of the Corporation;
 - Annual budget based on the requirements of the Corporation from time to time;
 - Quarterly reports to the Ministry for Public Enterprises and other relevant key stakeholders;
 - Other requirements as directed by the Board.
11. Construct (or review) and implement the Corporation's Corporate Plan, Capability and Annual Management Plan, Service Charters and all other operational requirements in line with the Government policies, directives and Strategy for further development.
12. Work collaboratively and strategically with all partners, donors, funding agencies and stakeholders in ensuring their continuous support to the Corporation.
13. Initiate and promote efficient and reliable control of the generation, transmission, distribution and servicing of electrical energy in the country.
14. Initiate and implement effective measure to utilise renewable energy and indigenous sources of energy.
15. Prepare ground work for the Corporation's institutional strengthening projects.
16. Administer proper registration and maintenance of Corporation's assets.
17. Supervise and direct the activities and/or responsibilities of subordinates.
18. Carry out any specific directives issued by the Board from time to time.

SELECTION CRITERIA

POSITION SPECIFIC COMPETENCIES	
SKILLS & ABILITIES	DESCRIPTOR
Strategic Thinking	<ul style="list-style-type: none"> ▪ Articulates a clear vision of the organisation and inspires a sense of shared purpose and direction. ▪ Drive the organisation's vision and long term direction to achieve Government and agency objectives and improved services to the community. ▪ Develop clear goals that are consistent with approved strategies, identify priority activities and allocate resources appropriately. ▪ Identify strategic issues, opportunities and risks and able to communicate effectively broad and compelling organisational direction. ▪ Ability to make timely and effective decisions and produce results through strategic planning, implementation and evaluation of programs and policies to inform policy and operation reforms. ▪ Initiate and analyse policies and provide strategic advice at the Ministerial and Board level. ▪ Provides advice to government based on analysis of a broad range of issues and whole-of government agenda.

	<ul style="list-style-type: none"> ▪ Demonstrates a sophisticated understanding of political, social and economic factors affecting the organisation. ▪ Considers emerging trends and multiple perspectives when assessing impact of key issues and identifies long-term opportunities and viable solutions.
Management	<ul style="list-style-type: none"> ▪ Effectively delegates appropriate responsibility, accountability & decision making authority. ▪ Monitors progress against milestones and deadlines. ▪ Drives effective planning and demonstrates a strong organizational ability and experience through the integration of structures, systems and teams to better achieve objectives. ▪ Drive strategies to achieve operational efficiencies and value for money. ▪ Provide oversight for financial resources and assets and account for their use. ▪ Invest time in managing and developing people. ▪ Integrate plans into a transparent management framework to fulfil obligations of management accountabilities. ▪ Uses workforce planning to develop and maintain capability to deliver services effectively.
Building Relationships	<ul style="list-style-type: none"> ▪ Builds and sustains relationships within the organisation, with the minister, across the public service, across agencies and with a diverse range of external stakeholders. ▪ Drives a culture of collaboration, participation and values diverse viewpoints to enhance operations. ▪ Recognises importance of consultation, stakeholder engagement and fostering teamwork. ▪ Encourages and maintains a performance culture ensuring regular feedback and recognition of achievement. ▪ Empowers mentors and engages in activities to sustain morale. ▪ Communicates the big picture clearly to a wide range of internal and external audience with precision, confidence and in an articulate manner.
Delivers/Achieves Results & Outcomes	<ul style="list-style-type: none"> ▪ Drives activities that support organisational sustainability, operational efficiency and flexible resource management. ▪ Engenders a culture of accountability and transparency. ▪ Optimizes professional expertise to improve overall performance and delivery of organisation outcomes. ▪ Drives and steers the change agenda and demonstrates understanding of the complex range of factors which effect change. ▪ Drives a culture of achievement and commitment to achieving outcomes beyond expectations. ▪ Drives an efficient and effective system of reporting progress, monitoring and evaluating of results.
Leadership	<ul style="list-style-type: none"> ▪ Ability and confidence to effectively lead and navigate an organisations sustainably ▪ Able to plan and execute a vision based on current and future possibilities and inspire teams to adapt and thrive in a changing environment. ▪ Able to lead a meaningful process of change in a purposeful manner. ▪ Ability to manage politics, take risks, be innovative and deal with complexity. ▪ Is resourceful, optimistic, energetic, open minded, flexible and capable of solving problems and making decisions. ▪ Drives and sustains a performance culture both internally (agency level) and externally.
PERSONAL ATTRIBUTES	DESCRIPTOR
Integrity/Ethics	<ul style="list-style-type: none"> ▪ Provides impartial and forthright advice ▪ Models high standard of ethics and probity ▪ Is widely trusted and seen as a direct, truthful and courageous individual

	<ul style="list-style-type: none"> ▪ Serves the Government of the day irrespective of personal preferences ▪ Exemplifies integrity and personifies the Samoa Public Service Values of honesty, impartiality, service, respect, transparency, accountability, efficiency and effectiveness
Commitment & Personal Drive	<ul style="list-style-type: none"> ▪ Demonstrates self-awareness and commitment to personal development. ▪ Displays personal commitment to the purpose and philosophy of the public service as seen through personal drive, focus and energy. ▪ Takes responsibility and initiates timely action to resolve issues. ▪ Is prepared to make tough corporate decisions to achieve desired outcomes. ▪ Accepts accountability for mistakes made in the organisation and ensures corrective action is taken
Intellect & Judgement	<ul style="list-style-type: none"> ▪ Sound judgement and decision making skills. ▪ Shows level of high analytical, conceptual and innovative thinking ▪ Is intellectually sharp and exhibits a sophisticated understanding of the environment affecting the organisation and its impacts. ▪ Proficiently handles concepts and complexity, blends analysis and insight to effectively inform and enhance the organisations performance. ▪ Anticipates implications and applies effective judgement to develop solutions. ▪ Demonstrate a sophisticated understanding of political, social and economic factors affecting the Corporation.
Creativity & Innovation	<ul style="list-style-type: none"> ▪ Consistently generates and employs original ideas, tackling both simple and complex problems. ▪ Pursues new methods and solutions, thinks outside the box, connects disparate ideas, unafraid to use unorthodox methods. ▪ Brings out the best in others in brain storming sessions or one-on-one, leading them to discover new connections, new solutions and new ways of doing the job ▪ Explores innovative approaches to ensure value for money in service delivery ▪ Good understanding of new technologies and their application.
QUALIFICATION	DESCRIPTOR
	<ul style="list-style-type: none"> ▪ Minimum qualification of a Bachelor Degree in Engineering in the field of electrical, electronic or mechanical engineering from a recognised tertiary institution. ▪ Being a Chartered Professional Engineer will be an advantage.
EXPERIENCE & PAST WORK PERFORMANCE	DESCRIPTOR
	<ul style="list-style-type: none"> ▪ Minimum of eight (8) years of management working experience in a Corporation, Ministry, Public Body or other prescribed body at an executive level; ▪ A strong focus on policy, strategy, team work and working towards results. ▪ Demonstrated knowledge of management and leadership within the utilities industry. ▪ Must be a strategic thinker and committed to continuous improvement to lead EPC to the future.

OTHER INFORMATION

REMUNERATION & TERM	DESCRIPTOR
	<ul style="list-style-type: none"> ▪ The position is for a period of three (3) years. ▪ The salary for the position is \$123,621 – 128,037 per annum before tax. This is inclusive of contribution to the National Provident Fund and contribution to the Accident Compensation Corporation.

BENEFITS

Duty Station:	Electric Power Corporation, Apia, Samoa
Duration:	Three (3) years
Salary:	\$123,621 – 128,037 pa
Hours of Attendance:	The standard hours of attendance is Monday – Friday from 9.00am to 5.00pm excluding Cabinet endorsed holidays.
Performance Reviews:	The Appointee's performance shall be reviewed in accordance with the Performance Management Guidelines.
Annual Leave:	25 days' annual leave per annum
Sick Leave:	25 days' sick leave per annum
Vehicle:	The Employer will provide a vehicle for the Employee to use for business and private use in accordance with Government policy and relevant legislation relating to the provision and use of Government vehicles.
Telephone Expenses:	The Appointee is entitled to a non-taxable annual telephone allowance of SAT\$3,600.00 per annum.
Other Leave:	The Appointee is also entitled to other leave in accordance with the Human Resource Policy of the Employer
End of Contract Benefits:	The Appointee is entitled, at the expiry of the Contract Term; to payment of the equivalent of fifteen (15) working days of net pay bonus pay out for every year of the Contract served.
National Provident Fund:	The Electric Power Corporation shall pay a percentage of the Appointee's contribution of another rate prescribed by the National Provident Fund from time to time.
Accident Compensation Corporation:	The Electric Power Corporation shall pay a percentage of the Appointee's contribution or another rate prescribed by the Accident Compensation Act 1989.
Duty Travel:	The Government, Corporation, development partner or relevant body meets all travelling expenses at prescribed rates necessarily incurred by staff required to travel away from Apia on official duty travel,
Regional/International Recruited Staff:	A successful candidate recruited from overseas is responsible for all costs associated with relocation and will not be the responsibility of the Electric Power Corporation.