



APPLICATION FORM FOR GENERAL MANAGER, ELECTRIC POWER CORPORATION.

All sections of the Application Form must be completed. Your application will **NOT** be considered if you fail to complete the form correctly.

SECTION 1: Position Details

Position Title:	General Manager
Organization:	Electric Power Corporation
Salary:	123,621 p.a

SECTION 2: Personal Details

Name:		
Date of Birth:		
Address:		
Gender:		
Marital Status:		
Contract Phone No:	(Home):	(Mobile):
Email:		

SECTION 3: Academic Details *(Most recent one first)*

Qualification	Major area of study	Institution	Year Graduated

SECTION 4: Training History

Courses relevant to selection criteria only	Institution/Country	Dates

SECTION 5: Employment History *(Most recent one first)*

Date	Employer:	Position:
Main Responsibilities:		

Date	Employer:	Position:
Main Responsibilities:		

Date	Employer:	Position:
Main Responsibilities:		

(You may continue on a separate sheet)

SECTION 6: Selection Criteria

It is the Applicant's responsibility to:

1. Indicate their ability to satisfy each Merit Factor.
2. Provide this information in a true and accurate manner. Failure to do so will disqualify the applicant.
3. Refer to the Job Description for clear descriptions of each position Competency Selection Criterion.

Note:

If you feel the need to provide additional information to support how you meet the selection criteria listed below, then please attach that information to the Application Form. Should you wish to address each selection criteria on a separate sheet and attach it to this Form, feel free to do so.

Skills & Abilities

1. Strategic Thinking *(Essential)*:

- 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.
- 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.

2. Management(Essential):

- 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.

3. Delivers/achieves results & outcomes (Essential):

- 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.

4. *Building Relationships (Essential):*

- Builds and sustains relationships within the organization, 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.
- Recognizes 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

5. Leadership

- 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

1. Integrity & Ethics (Essential):

- Provides impartial and forthright advice
- Models high standards of ethics and probity
- Is widely trusted and seen as a direct, truthful and courageous individual
- 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.

2. Commitment and Personal Drive (Essential):

- 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 organization and ensures corrective action is taken.

3. Judgement, Intelligence & Common sense (Essential):

- 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.

4. Creativity & Innovation (Essential):

- Consistently generates and employs original ideas, tackling both simple and complex problems.
- Pursues new methods and solutions, thinks outside the box, and 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
- Ensures a safe and happy work environment for all employees where they can freely express their creativity and individuality and still value being part of the Authority.

Experience

5. Experience and Past Work Performance

- Minimum of eight (8) years of management working experience in a corporate, 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.

Qualifications

6. Educational Qualification is essential.

- 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.

SECTION 7: Computer Skills

Indicate your competency level for each Application using the following Competency Level Code:

Key:

- | | |
|--------------------|-------------------------------|
| 1 – No knowledge | 2 – Basic Knowledge |
| 3 – Good Knowledge | 4 – Strong/Advanced Knowledge |

Main Applications	Competency Level	Other Systems:	Competency Level
MS Word		MS Access	
MS Excel		Internet	
MS PowerPoint		Other (specify)	
Email		Other specify)	

SECTION 8: Knowledge of Languages

Indicate competency level for each LANGUAGE using the following Competency Level Code:

Key:

- 1** – Limited Working Proficiency: limited conversations, basic work commands, assistance is needed with more extensive conversations in this language.
- 2** – Professional Working Proficiency: engage freely in discussions and make contributions to office meetings, fairly extensive vocabulary; freely converse with others.

3 – Mother tongue: Completely fluent; extensive knowledge to understand and write difficult materials

Languages	Competency Level
Samoan:	
English:	
Other (specify)	

SECTION 9: Declaration of Near Relatives

Please TICK the appropriate box.

	Yes	No
Declaration of near relatives (parent, child, brother, sister or spouse including de-facto) currently employed anywhere in the organization to which you are applying.		
If YES, provide names(s) and the nature of the relationship:		

SECTION 10: Declaration of Disciplinary Records

Please TICK the appropriate box.

	Yes	No
Declaration of disciplinary record; any criminal convictions or current legal proceedings against you.		
If YES, you will be required to provide details in a sealed envelope and addressed to the Chair, Board of Directors, Electric Power Corporation. This information will be kept confidential and only be seen by the Chair and the Assessment Committee.		

SECTION 11: Community Affiliations

Please TICK the appropriate box.

	Yes	No
Community affiliations (including Matai Tiles) outside work environment.		
If YES, list here:		

SECTION 12: Declaration of Referees

Please note is it mandatory for you to provide written references from your referees.

Referee Name	Designation	Email	Phone

SECTION 13: Certification and Authorization

1. I hereby certify that the information given in my Application is true and correct.

2. I acknowledge that if I am appointed on the basis of any false information that I provide; my appointment will be revoked/voided.
3. I authorize the Ministry/Office and the Selection Panel to undertake all necessary background and verification checks in relation to my application.

Signature:		Date:	
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