



OFFICE OF THE SERVICES COMMISSIONS

(CENTRAL GOVERNMENT)

MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING

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CIRCULAR No. 267

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15th June, 2023

Permanent Secretaries, Heads of Department and Chief Executive Officers are asked to invite applications from suitably qualified officers in their Ministries/Departments/Agencies to fill the post of **Chief Electrical Regulator (GMG/SEG 6) - (Vacant)** in the **Government Electrical Regulator Department, Ministry of Science, Energy, Telecommunications and Transport (MSETT)**, salary range \$8,309,840 - \$11,175,811 per annum.

Job Purpose

Reporting to the Permanent Secretary, the Chief Electrical Regulator has responsibility and accountability for the performance of the Government Electrical Regulator. The Chief Electrical Regulator ensures that the policies and processes related to the licensing of inspectors, registration of electricians, monitoring the quality of work carried out by inspectors and ensuring investigations into customers' complaints are executed in accordance with the Electricity Act and associated Regulations. The Chief Electrical Regulator is also responsible for managing an integrated high-quality system that ensures safe electrical installations and provides quality customer service.

Key Responsibilities

Management/Administrative

- Ensures the overall functions of the Government Electrical Regulator (GER) are in compliance with the Electricity Act and Regulations;
- Communicates the vision and mandate of the GER to both staff and external stakeholders;
- Provides input for the development of Strategic Plans;
- Participates in the development of the Organisation's Budget ensuring that all relevant activities to be undertaken and required resources are considered;
- Provides guidance to staff to ensure efficiency and effectiveness;
- Represents the Organization, as appropriate, at various local, regional, and international conferences, workshops and meetings on policy or regulatory matters.

Technical/Professional

- Leads the development and implementation of a fair and transparent licensing and registration process;
- Ensures the review of policies and procedures across the GER in keeping with changes to policy direction;
- Makes recommendations to the Minister persons who are considered suitably qualified to be licensed as Inspectors;
- Reviews and approves recommendations for persons to be registered as Electricians;
- Reviews or delegates responsibility for the review of the work carried out by Inspectors on electrical installations, including work and materials used in installing or extending a system of electrical wiring for the use of light and power, installs in new construction, additions, alterations, or repairs to existing systems;
- Monitors the complaints handling process and ensures investigations are carried out as required;
- Provides oversight for investigatory proceedings or actions to enforce the requirements of the Electricity Act and Regulations;
- Makes recommendations to the Minister in cases where an Inspector is found in breach of the license or is in contravention of the Electrical Act, Regulations or related policies;
- Ensures the development and implementation of the GER's enterprise-wide Risk Management Programme; ensures the revision and maintenance of the Corporate Enterprise Risk Management (ERM) framework to effectively identify, assess, mitigate, monitor and report risks;
- Collaborates with the respective officer within the Parent Ministry to develop and monitor the implementation of a Business Continuity Programme for the GER; identifies potential threats having a large-scale debilitating impact on business operations, develops and implements responses to enable rapid decision-making and efficient recovery of operations;

- Supports the Permanent Secretary, Board and its Committees in the development and execution of policy directives and organisational strategies;
- Prepares and drafts instructions to amend the Electricity Act and the relevant Regulations for effective regulation of electrical work, registration, and licensing;
- Prepares draft submissions for approval of the parent Ministry for inclusion in Cabinet Submissions;
- Provides technical advice to the Permanent Secretary, Board and Management Team;
- Keeps abreast of global trends in the electricity industry, specifically as it relates to licensing and registration.

Human Resource

- Provides leadership and guidance through effective planning, delegation, communication, training, mentoring, coaching and discipline;
- Co-ordinates the development of Individual Work Plans and recommends performance targets for the staff assigned;
- Evaluates and monitors the performance of direct reports and implements appropriate strategies;
- Recommends transfer, promotion and approves leave in accordance with established Human Resource Policies and Procedures;
- Effects disciplinary measures in keeping with established guidelines/practices.
- Performs any other related duties consistent with the category, nature, functions, and objectives of the job.

Required Knowledge, Skills, and Competencies

Core

- Excellent written and oral communication skills;
- Excellent interpersonal skills;
- Excellent customer service skills;
- Strong results orientation;
- Able to work well in a team.

Technical

- Sound knowledge of the Electricity Act and Regulations;
- Sound knowledge of Electrical Technology;
- Sound knowledge of Public Sector policies and regulations;
- Knowledge of budget planning and monitoring;
- Excellent project management skills;
- In depth understanding of safety codes and regulations;
- Excellent analytical, diagnostic and critical thinking skills;
- Excellent planning and organization skills;
- Excellent problem solving and decision making skills;
- Ability to prepare reports, formulate positions on issues and articulate opinions concisely to conveying necessary information and make recommendations;
- Sound knowledge records and information management;
- Good research skills;
- Excellent people management skills.

Minimum Required Education and Experience

- Master's Degree in Electrical Engineering, or related discipline;
- At least seven (7) years' experience in a related field, three (3) years of which should be in a management position;
- Training in Supervisory Management;
- Holder of an Electrical License.

Special Condition Associated with the Job:

- Required to travel;
- Some physical activity involved, including standing, bending, walking and lifting.

Applications accompanied by résumés should be submitted **no later than Wednesday, 28th June, 2023 to:**

Principal Director, Corporate Services
Ministry of Science, Energy Telecommunications and Transport
PCJ Building, 2nd Floor
36 Trafalgar Road,
Kingston 10

Email: careers@mset.gov.jm

Please note that only shortlisted applicants will be contacted.

Please ensure that a copy of this circular is placed at a strategic position on the Notice Board of the Ministry/Department/Agency and brought to the attention of all eligible officers.



Merle I. Tam (Mrs.)
for Chief Personnel Officer