



**CIVIL SERVICE OF JAMAICA
MINISTRY OF SCIENCE, ENERGY AND TECHNOLOGY
Job Description and Specification**

GOVERNMENT ELECTRICAL REGULATOR (GER)

JOB TITLE:	Chief Electrical Regulator
GRADE:	GMG/SEG 6
POST #:	72113
REPORTS TO:	Permanent Secretary
MANAGES:	Executive Assistant, Manager Licensing, Examinations & Registration, Chief Compliance Officer, Manager Customer Affairs,

**THIS DOCUMENT IS VALIDATED AS AN ACCURATE AND TRUE
DESCRIPTION OF THE JOB AS SIGNIFIED BELOW**

Employee

Date

Manager/Supervisor

Date

Head of Department/Division

Date

Date received in Human Resource Division

JOB SUMMARY

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 OUTPUTS

- Policy directives and organisational strategy developed;
- Licensing and registration processes developed;
- Recommendations for granting of licenses to Inspectors;
- Approvals for registration of Electricians;
- Reviews of inspections completed;
- Investigations conducted;
- Instructions to amend the Electricity Act drafted;
- Draft submissions prepared;
- Technical advice provided.

KEY RESPONSIBILITY AREAS

Management / Administrative Responsibilities

- 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 Responsibilities

- 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 for 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, installed 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 Responsibilities

- Provides leadership and guidance through effective planning, delegation, communication, training, mentoring, coaching and discipline;
- Coordinates 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.

Other Duties

- Performs any other related duties consistent with the category, nature, functions and objectives of the job.

PERFORMANCE STANDARDS

- Policy directives and organization strategies are appropriately aligned and in compliance with Government of Jamaica (GoJ) standards;
- Licensing and registration processes are developed in accordance with established regulations and the governing Act;
- Recommendations for granting licenses are done in keeping with the Electricity Act and within the required timeframe;
- Approval of registration is done in keeping with the Electricity Act and within the required timeframe;
- Investigations conducted in accordance with established policies and procedures and within the required timeframe;
- Instructions drafted to amend the Electricity Act utilizing research-based information.
- Draft submissions prepared in keeping with established procedures and evidence-based information;
- Technical advice and policy guidance provided is sound and delivered on time;
- Reports produced are error free and submitted on time and in established format.

CONTACTS

Internal Contacts

- Permanent Secretary
- Committee of Examiners;
- Department Heads;
- All staff.

External Contacts

- Tertiary Institutions;
- Industry Stakeholders and partners;
- Local and International vendors.

REQUIRED 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.

QUALIFICATION 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 CONDITIONS ASSOCIATED WITH THE JOB

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

AUTHORITY

- Recommends revisions to the Electricity Act and regulations;
- Signs off on reports from the Departments;
- Recommends collaborations with external stakeholders;
- Approves leave for direct reports;
- Approves appointments/promotion for staff;
- Recommends disciplinary actions in keeping with human resource policies and procedures.