

Eastern Caribbean Energy Regulatory Authority

Request for Statement of Capability

Position: Chief Executive Officer (CEO)

Functional Relationships:

The CEO will be responsible for the administration of PURC and for ensuring that it effectively discharges its mandate as prescribed by the Public Utilities Regulatory Commission Act, and related Agreements, Statutes, By-Laws and other relevant instruments.

The position reports directly to:	Commission (comprised of Chairperson of the Commission and Commissioners appointed by the Minister).
The position reports indirectly to:	NA
Positions reporting directly to the CEO:	Technical Officer - Energy Services & Performance Monitoring (Engineering); Technical Officer - Regulatory Economics, Finance, Research & Tariff; Administrative Assistant to the CEO and the Commissioners; Office Attendant
External Contacts include:	Minister responsible for public utilities, other relevant Ministers of Government; Consultants; Officials of regulated utilities and Licensees; ECERA; OECS Officials; Press representatives; Consumer groups;

Qualification Requirements:

Education: Bachelor in Engineering/Economics/Accountancy/Business Administration/Public Administration/Legal or equivalent; Master's degree is preferred. Candidates with an alternative qualification but exceptional experience would also be considered.

Experience: 10 years of managerial/equivalent position

Duties and Responsibilities:

- Manage the day-to-day operations of the PURC
- Responsible for signing and execution, on behalf of the Commission, all documents related to:
 - Directing the recruitment and capacity building of staff
 - Planned expenditures
 - Operationalisation of the Commission's policies and directives
 - Publication of Commission's public orders, regulations, and approved related content
 - Administrative contracts and vendor contracts
 - Other documentation under the purview of the role of Chief Executive Officer
- To facilitate information exchange amongst various stakeholders

- Provide technical and economic research assistance to the Minister in the performance of his/her functions and duties.
- Provide recommendations to the Minister on licensing decisions, regulation of utilities, and national electricity policy
- Attend all meetings of the Commission unless directed otherwise by the Chairperson
- Perform and supervise all functional tasks related to the operations of the Commission in coordination with the Staff of the Commission
- Act as the principal liaison between members of the Commission and staff of the Commission
- Implement policies, plans and programmes as approved by the Commissioners
- Advise and assist Commission in the discharge of its regulatory mandate including: setting of rates for the utilities, finalising Power Purchase agreements, Consumer Complaint Redressal
- Enforcement of every licensee's compliance to sustainability programme, and with the requirements for quality of service to consumers, and the rates that a licensee is authorised to charge
- Review and approve the Human Resource Management Plan, Training Plan, Annual Budget, etc. for the Commission
- Prepare and submit periodic reports to the Commissioners as required
- Prepare financial statements and annual report for submission to the Director of Audit
- Submit monthly report on proceedings to the Minister responsible for public utilities
- Assist the Commission in making a record of the documents available for public inspection at the offices of the Commission on payment of the prescribed fee
- Develop protocols for managing public hearings, consumer advocacy and the dissemination of information on sector performance
- Responsible for interactions with ECERA on all matters pertaining to the functioning of the Commission including procurement of consultancy service, project management, performance monitoring, etc.

Interested persons should submit their Statement of Capability marked

"Chief Executive Officer (CEO) PURC

" and addressed to:

***The Project Co-ordinator
Project Co-ordination Unit
GCNA Building, Kirani James Boulevard
ST. GEORGE'S***

Email: jenlaki@gmail.com ; pcugrenada@gmail.com

The deadline for the submission of Statement of Capability is June 22, 2018