



OFFICE OF UTILITIES REGULATION

Regulating Utilities for the Benefit of All

CAREER OPPORTUNITY

The Office of Utilities Regulation (OUR) invites applications from suitably qualified individuals to fill the following position:

ADMINISTRATIVE ASSISTANT

The successful candidate will provide administrative support to the Consumer and Public Affairs (CPA) Department and report directly to the Director, CPA.

CORE FUNCTIONS:

- ◆ Attends meetings and ensure the accurate recording and timely distribution of Minutes;
- ◆ Assists in the arrangements for seminars, workshops, conferences, etc.;
- ◆ Prepares and submits periodic and special reports and provides excellent administrative supports for the Director, CPA;
- ◆ Investigates consumer complaints, document, evaluate, and respond to their concerns;
- ◆ Oversees the Department's Procurement tasks, as well as tracks expenditure;
- ◆ Assists in the consumer education on the policies and procedures of the OUR; and
- ◆ Ensures that equipment in the department are fully functional and that the Department has adequate supplies of stationery.

REQUIRED QUALIFICATIONS, EXPERIENCE & CRITICAL COMPETENCIES:

- ◆ BSc in Business Administration or its equivalent from a recognized tertiary institution,
- ◆ Certified Administrative Professional (CAP) or Certified Professional Secretary (CPS) designation,
- ◆ Minimum of three (3) years' experience as a Administrative Assistant,
- ◆ Computer literacy with proficiency in Microsoft Office Suite applications,
- ◆ Excellent oral and written communication skills and the ability to relate well at the team and organizational levels,
- ◆ Excellent event management and organizational skills,
- ◆ Excellent time management and multi-tasking skills,
- ◆ Must be detailed-oriented,
- ◆ Customer Relation skills, and
- ◆ High level of integrity, confidentiality, and professionalism.

Applications should be submitted no later than 2020 September 23 to:

Director Administration and Human Resource
Office of Utilities Regulation
3rd Floor, PCJ Resource Centre
36 Trafalgar Road, Kingston 10, Jamaica.
Email: employment@our.org.jm

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Please note that only shortlisted applicants will be contacted.