



## 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 contract position:

#### SECRETARY TO THE OFFICE

Under the general direction of the Director General, the incumbent is responsible for discharging the corporate functions of the OUR and coordinating and streamlining the decision-making processes of the Office, in accordance with legislation (the OUR and sector specific Acts), Regulatory Instruments, Policy Guidelines, The Office's Rules of Procedure, and any other written policy directives to the Office.

#### CORE FUNCTIONS:

- ◆ Engages in all activities to ensure the organization's full compliance with its statutory obligations;
- ◆ Coordinates the timely preparation and distribution of the OUR's Annual Corporate Plan, and monitors and reports on its execution;
- ◆ Has supervisory responsibility for the Department of the Secretary to the Office;
- ◆ Prepares and reviews consultative documents as necessary;
- ◆ Ensures an efficient Licencing system in accordance with the policy guidelines as may be prescribed and in accordance with the provisions of the OUR Act 1995 as amended and other sector specific legislation;
- ◆ Develops and maintains relations with external bodies to enhance the objectives of the OUR;
- ◆ Acts as chief liaison between the OUR and service providers to resolve issues and maintain harmonious relations;
- ◆ Prepares briefs for the Office on Administrative and Regulatory Policy Issues as required;
- ◆ Manages the timetable of the Office, documents and keeps records of its decisions and ensures that they are communicated and promulgated to relevant parties;
- ◆ Monitors and reports on compliance with Office decisions; and
- ◆ Assists in establishing and maintaining a distinct positive corporate image for the OUR.

#### REQUIRED QUALIFICATIONS, EXPERIENCE & CRITICAL COMPETENCIES:

- ◆ Masters' Degree from a recognized tertiary institution in: Business Administration, Engineering; Economics, Law, Regulation or any other related field or discipline.
- ◆ Post graduate training in Regulation and/or Law would be an asset.
- ◆ At least ten years experience working at the middle to senior management level with responsibility for liaising with persons at the senior management and executive levels.
- ◆ Experience working in a Utility or Regulatory environment would be a distinct advantage.

**Applications should be submitted no later than 2020 October 2, to:**

**Director Administration and Human Resource  
The Office of Utilities Regulation  
3rd Floor, PCJ Resource Centre  
36 Trafalgar Road, Kingston 10, Jamaica.**

**Email: [employment@our.org.jm](mailto:employment@our.org.jm) ◆ [www.our.org.jm](http://www.our.org.jm)  
Issued by the Office of Utilities Regulation on 2020 September 18**

*Only shortlisted applicants will be contacted.*