



## 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**

**CORE FUNCTIONS:** Under the direction of the Director, Consumer & Public Affairs, the incumbent will be required, inter alia, to:

- ◆ Provide professional secretarial and administrative support to the Consumer & Public Affairs Department – compose, type and edit reports, correspondence, memoranda, advertisements and other materials; create spreadsheets, charts and graphs as directed;
- ◆ Maintain an effective records management system, ensuring the security, confidentiality, easy access and retrieval of documents;
- ◆ Communicate with the relevant government agencies, consumer relations groups and other organizations to obtain, clarify or relay information on behalf of the Department;
- ◆ Liaise with the other members of the Consumer Affairs Department in the planning and implementation of public education/outreach activities;
- ◆ Receive, acknowledge and respond to consumers (orally or in writing); update consumer contact record data; assist in ensuring that the procurement of goods and services for the Department adheres to the organization's established procedures;
- ◆ Arrange for the dispatch of correspondence/documents from the Department;
- ◆ Assist in the planning and organization of departmental and external meetings, ensure timely preparation and circulation of notices, agendas and other documents to the relevant persons;
- ◆ Attend meetings and produce minutes as required; assist in the implementation of follow-up action from decisions taken at the meetings and follow-up to ensure that monthly/quarterly Departmental reports are submitted on time and
- ◆ Perform other relevant duties as may be assigned.

**REQUIRED QUALIFICATIONS & KEY COMPETENCIES:** This position requires:

- ◆ BSc Degree in Business Administration (or equivalent);
- ◆ Certified Professional Secretary Certificate;
- ◆ Excellent computer skills with proficiency in MS Office Suite;
- ◆ Well-developed human relations skills and
- ◆ Excellent oral and written communications skills.

**APPLICATIONS SHOULD BE SUBMITTED NO LATER THAN Friday, April 10, 2015 in a sealed envelope, marked 'CONFIDENTIAL' or via email to:**

Director - HRM & Administration

THE OFFICE OF UTILITIES REGULATION

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Kingston 10, Jamaica.

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