



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 permanent position:

MANAGER, LICENSING AND REGULATORY AFFAIRS

Under the general direction of the Secretary to the Office, the incumbent is required to manage all activities and processing relevant to the licensing, regulatory affairs, corporate and strategic business planning function.

CORE FUNCTIONS:

- ◆ Assists with coordinating and managing the Office's commitments;
- ◆ Assists in managing the provision of information to the Office for decision-making through the preparation of written briefs and decision papers; ensuring that decisions are recorded, communicated and implemented and that the requisite follow-up actions are undertaken;
- ◆ Assists in managing all processes to facilitate the Office's compliance with its statutory responsibilities such as timely preparation of the Corporate Business Plan and other reporting requirements, as mandated by legislation;
- ◆ Coordinates the publication/gazetting of Rules of Procedure, Tariffs, Notices, Decisions, Orders etc.;
- ◆ Assists with the maintenance of the Office timetable and the preparation of periodic and ad-hoc reports;
- ◆ Assists the Secretary to the Office in planning, organizing, and coordinating the regulatory activities of the Office;
- ◆ Manages the Licence Application process/procedure in accordance with any, and all policy guidelines as may be prescribed, and in accordance with the provisions of the OUR Act and any other sector-specific legislation;
- ◆ Coordinates the results of the due diligence process on licence applications and makes recommendations to the Technical Committee and the Office, through the Secretary to the Office, for the granting/non-granting of licences;
- ◆ Maintains a Licensing Database and ensures that Licensees are compliant with reporting requirements and the payment of regulatory fees;
- ◆ Manages the stakeholder engagement functions of the Director-General's office;
- ◆ Supervises the work of the Project/Research Assistant and the Licensing Officer; and
- ◆ Any other related duties which may be assigned by the Secretary to the Office or the Director-General from time to time.

REQUIRED QUALIFICATIONS, EXPERIENCE & CRITICAL COMPETENCIES:

- ◆ Masters' Degree in the Social Sciences, Law or the Arts;
 - ◆ Post graduate training in regulation would be a distinct advantage;
 - ◆ Training in Project Management, though not mandatory, would be a distinct advantage; and
 - ◆ Minimum of five (5) years' experience in a comparable position in the Public or the Private Sectors in a regulated utility or regulatory organization would be a distinct advantage.
- ◆ Applications should be submitted no later than 2021 June 18, 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 ◆ www.our.org.jm
Issued by the Office of Utilities Regulation on 2021 June 2

Only shortlisted applicants will be contacted.