



Mailing Address: 106 New Garden Street, Queenstown, Georgetown, GUYANA

## **JOB SPECIFICATIONS**

**JOB TITLE: EXECUTIVE DIRECTOR**

**DIVISION: THE SECRETARIAT**

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### **1. POSITION SUMMARY – OVERVIEW**

The Executive Director (the ED) is appointed by OOCUR's Executive Council (Exco.). The ED shall perform both the functions of ED and Corporate Secretary and in both capacities is responsible to the Exco for the general management and administration of OOCUR and for compliance with all corporate and statutory obligations.

Specifically, the ED shall:

- Advise the Executive Council on all aspects of the organization's strategic development;
- Manage the OOCUR Secretariat including exercising control of such assets as may be acquired, supervise any staff employed by OOCUR or any consultant engaged;
- Engage with and manage the relationship between OOCUR and its members and strategic partners;
- Prepare, maintain, execute, monitor and report on the approved strategic plan, business plan (work programme), and annual budgets for OOCUR;
- Plan and coordinate meetings of the Executive Council;
- Coordinate the operations of any sub-committee or working group appointed by the Exco;
- Prepare and circulate to the Exco Members the minutes of the Executive Council meetings;
- Ensure Action Items from the Executive Council meetings are circulated and executed;
- Develop proposals and source funding for new programmes;
- Operate as a spokesperson and Ambassador for OOCUR;
- Promote the OOCUR brand;
- Establish and maintain contacts with regional, multilateral and international agencies to promote the activities of OOCUR and its interests;
- Plan and manage the execution of the Annual Conference;
- Plan and manage the delivery of approved programmes and other activities;
- Manage the administration of the OOCUR Secretariat;
- Exercise financial control and budgetary management of OOCUR's resources;
- Prepare and submit quarterly performance reports to the Executive Council;

- Ensure that all required corporate filings are prepared, completed, and submitted to the appropriate authorities in a timely manner;
- Prepare monthly financial statements for the Finance and Administrative Subcommittee;
- Coordinate the preparation for the conduct of the annual financial audits;
- Provide timely notice to members of the Annual General Assembly and agenda matters for discussion and resolution;
- Prepare annual reports on the work programme and the status of OOCUR finances for timely circulation to members prior to the Annual General Assembly;
- Prepare and circulate the OOCUR newsletter;
- Prepare and circulate to members the minutes of the Annual General Assembly;
- Perform any other tasks that may be assigned by the Exco from time-to-time.

## **2. NATURE AND SPAN OF CONTROL**

The ED heads the OOCUR Secretariat and shall be accountable to the Exco directly or through such member or sub-committee of the Exco as may be designated by it for such reporting purposes. The position liaises with all sub-committees of the Exco. The ED shall be responsible for the supervision of all persons employed to or contracted to OOCUR

## **3. LIAISON**

The incumbent liaises routinely with:

- All the member organizations of OOCUR;
- Regional and international regulatory bodies and associations;
- Regional and international government agencies;
- Government ministers and departments;
- CARICOM;
- Multilateral institutions;
- Academic institutions;
- International agencies and specialists closely aligned to the regulatory process.
- Members of the public;

## **4. REQUISITE QUALIFICATION & CRITICAL COMPETENCIES**

- At a minimum a Master's degree in Engineering, Law, Economics, or any other relevant discipline;
- Outstanding leadership skills in the areas of planning, organizing, coordinating and controlling, etc.;
- Ability to use emotional intelligence in securing intended objectives;
- Demonstrated outstanding analytical and strategic thinking skills;
- Proficient at formulating and managing budgets, performing accounting and financial analysis and producing and explaining financial reports and statements;
- Ability to simultaneously manage several projects;
- Strong theoretical and practical appreciation of critical regulatory issues;
- Ability to interact at the highest level regionally and internationally;
- Ability to communicate and interact with officials at all levels and to work effectively in a range of diverse communities;

- Outstanding professional verbal and written communication skills with demonstrated ability to undertake technical writing, make technical presentations, and communicate effectively;
- Accomplished at undertaking research;
- Working knowledge of, and relationships with other national, regional, and international utility regulatory agencies, and other international organizations such as, the ITU, CTU, CTO, OLADE, OFWAT, OFCOM, NARUC, etc.;
- Full computer literacy.

## **5. REQUISITE EXPERIENCE**

The ideal candidate should have at least ten (10) years of experience, preferably in the utility regulation or the multi-lateral environment.

## **6. PHYSICAL AND MENTAL REQUIRMENTS OF THE JOB**

The job environment is characterized by the following:

- Regularly required to work long hours at high pace to complete high priority research initiatives and *ad hoc* requests;
- Regularly required to work under pressure in a highly concentrated mental and visual demanding environment;
- Occasionally has to stand to perform duties such as workshops and make other presentations;
- Frequently required to travel away from base to attend meetings and make presentations to external stakeholders;
- Regularly required to address concerns of members /stakeholders and develop practical solutions.

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