



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:

PROJECT COORDINATOR / EXECUTIVE ASSISTANT

The successful candidate will be required to monitor and report on the progress of all projects and provide senior level administrative and secretarial support to the department and to the Director of Regulation, Policy, Monitoring and Enforcement (RPME).

CORE FUNCTIONS:

- ◆ Provide the Director RPME with frequent updates on the status of project/ activities for which the department has core responsibility;
- ◆ Monitor contracts and ensure that the procurement process of goods and services adheres to the organization's established procedures;
- ◆ Liaise with the Department's managers to ensure that all monthly/quarterly reports are accurately prepared and submitted within established deadlines;
- ◆ Conduct research as requested by the Director RPME.
- ◆ Compose, type and edit reports, correspondence, memoranda and other documents as well as create spreadsheets, templates, charts and graphs as directed or on own initiative;
- ◆ Compile and maintain an efficient filing system, ensuring the security, confidentiality, ease of access and retrieval of information, in accordance with the organization's Information/Document Management system;
- ◆ Plan and organize meetings/workshops as necessary, ensuring that notices, agendas and other relevant documents are prepared and circulated to the relevant personnel in a timely manner; and
- ◆ Compile, transcribe and circulate minutes as well as monitor follow-up actions from decisions taken at meetings.

REQUIRED QUALIFICATIONS, EXPERIENCE &

CRITICAL COMPETENCIES:

- ◆ B.Sc. Degree in Business Administration or equivalent from a recognized tertiary institution;
- ◆ Certificate - Project Management;
- ◆ A Certified Professional Secretary (CPS) designation would be advantageous;
- ◆ Minimum of three (3) years experience in a similar position, which incorporates the core functions detailed above;
- ◆ In-depth knowledge of Public Sector Procurement Procedures,
- ◆ Excellent oral and written communication skills;
- ◆ Good planning and project management skills;
- ◆ Excellent interpersonal and team-building skills;
- ◆ Willingness to be flexible and adaptable to changing priorities;
- ◆ Ability to exercise good judgement, show initiative and be proactive;
- ◆ Extremely detailed oriented; and
- ◆ Have high standards of ethics and confidentiality to handle sensitive information.

Applications should be submitted by Friday, 2018 March 16, to:

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

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