

## **Chief Executive Officer - National Utilities Regulatory Commission**

### **JOB DESCRIPTION**

**Position: Chief Executive Officer.**

**Reports: To the Commission.**

### **Summary Statement:**

**The position of Chief Executive Officer is created under the National Utilities Regulatory Commission Act No. 3 of 2016, which makes the Chief Executive Officer responsible for:**

- the administration of the National Utilities Regulatory Commission (NURC) and legislation over which the Commission has jurisdiction; and
- the supervision of the work and staff of the NURC.

The Chief Executive Officer is an ex- officio member of the Commission.

### **Supervisory Responsibilities:**

Manage the members of the senior management team. Directly supervise the work of the administrative and other support staff.

### **Qualifications and Experience:**

- Master's Degree in Regulatory Policy, Business Administration, Management, Finance, Accounting or other relevant post graduate qualifications.
- Bachelor's Degree in Business, Law, Engineering, Economics or other relevant discipline.
- Extensive formal training and/or experience in utility regulation and comprehensive knowledge of regulatory issues and structures common to the water and energy/electricity sectors.
- At least ten (10) years' experience at a senior management level in the utilities sector or a related sector.

### **Core Duties:**

- Ensure compliance with the provisions of the National Utilities Regulatory Commission Act and other legislation over which the Commission has jurisdiction.
- Plan, execute, manage, and report on the progress of the NURC's work plan.
- Develop an indicative three (3) year work plan for the NURC.
- Prepare an annual work plan and budget for the NURC, with quarterly and monthly targets for each of the objectives.
- Ensure that the audited financial statements are prepared and submitted to the Commission in a timely manner.
- Prepare and submit such periodic reports to the Commission as and when required.
- Implement policies, plans and programmes as approved by the Commission.

- Provide the responsible Minister with advice on legislation and registration administered by the Commission.
- Maintain proper internal controls and financial systems to manage and protect the NURC's assets.
- Develop and maintain a proper human resource management plan for the NURC.
- Direct and oversee the recruitment, selection and professional development of staff within the NURC in accordance with established policies and procedures.
- Supervise and/or provide support to staff members in the performance of various regulatory activities.
- Conduct periodic and annual reviews of technical and managerial staff and make recommendations to the Commission on human resource development and management issues.
- Prepare policy advice on consumers' issues as required.
- Develop protocols for managing public hearings, consumer advocacy and the dissemination of information on sector performance.
- Assist in establishing and maintaining a distinct positive corporate image for the organization.
- Establish and maintain effective working relationships with public officials and representatives of the industry – nationally, regionally and internationally.
- Actively participate in the dissemination of information to the public on the role and function of the NURC.
- Attend press conferences, radio and TV programmes, community outreach and public education meetings, as and when required.
- Perform any other duties which may from time to time be assigned in the interest of organisational efficiency.

**Compensation:**

The compensation will be commensurate with qualifications and experience.

**Tenure:**

The position will be on a contractual basis for an initial period of two (2) years.

**Submission of applications:**

Interested and qualified individuals are invited to submit applications comprising a cover letter, a detailed curriculum vitae and names and contact details of two (2) referees under CONFIDENTIAL COVER to the address below, no later than **Friday 12<sup>th</sup> October, 2018**.

*The Chairman*

*National Utilities Regulatory Commission (NURC)*

*P. O. Box CP 6307, Castries, Saint Lucia.*

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