



PUBLIC UTILITIES COMMISSION

Job Description

Job Title: Executive Assistant to the Chairperson

Location: PUC HQ –Georgetown

Position: Contracted /Full time

Reports: Chairperson

Functions of the Post

Reporting directly to the Chairperson, the incumbent shall provide such services at the standard reflective of that Office and is responsible for:

- i. Providing effective support for Meetings of the Chairperson and the Commission;
- ii. Providing effective protocol support to the Office of the Chairperson;
- iii. Providing public relations support to the Commission;
- iv. Coordination of and reporting on the Work Programme for the Chairperson and Commission;
- v. Supervise support staff, and
- vi. Effective Administrative Oversight within the Office of the Chairperson.

Qualification and Experience

Candidates should possess a Bachelors' Degree in one of the following disciplines: International Relations, Social Science, Business Management/Administration, Communications, Human Resource Management, along with a minimum of five (5) years of relevant and equivalent level experience working in one of the following institutions:

- Ministry of Foreign Affairs or other Ministry
- Vice-Chancellor's / DVC's or similar Office of a University
- Regional or National Institution
- Private sector /NGO
- Regional, hemispheric or international intergovernmental organisation

In addition, candidates should possess training and good working knowledge in:

□ Protocol Services

Strong competence in using Microsoft Office Suite is required.

DUTIES AND RESPONSIBILITIES

- a) **ASSIST** the Chairperson to prepare for and service meetings of the Commission and other related Meetings;
- b) **UNDERTAKE** necessary research and Prepare Powerpoint presentations to allow for considered review of papers submitted to the Commission, Ministers and other principals;
- c) **INTERACT** with Staff of all sections / areas to enable the development of Dossiers, Briefing Documents etc.;
- d) **UNDERTAKE** preliminary review of reports emanating from or submitted to the Commission;
- e) **FOLLOW-UP** on decisions taken at meetings;
- f) **MONITOR** and **PROVIDE** advice to assist in the effective functioning of the PUC and Commissioners
- g) **REVIEW** and **EDIT** all correspondence and reports emanating from PUC as required by the Chairman;
- h) **DRAFT** responses to messages and selected correspondence received by the Chairman including requests for meetings visits with/by the Chairperson, Secretary and /or Commissioners;
- i) **ENSURE** briefing documents are prepared to support visits/missions/meetings by the Chairperson and/or Secretary to the Commission or Commissioners;
- j) **UNDERSTAND** and **DELIVER** appropriate protocol services for meetings/ official events/workshops
- k) **SUPERVISE** preparation for official engagements hosted by the Commission; and
- l) **COORDINATE** the Work Programme for all Units/Section in the Commission;
- m) **PREPARE** the draft Work programme for the Office of the Chairperson
- o) **PREPARE** the Draft Budget for the Office of the Chairperson.
- p) **ASSIST** with the administration/logistics/organisational aspects of the meetings that fall to the responsibility of the Chairperson and the PUC;
- t) **Manage the** travel arrangements for the Chairperson (local and overseas);
- u) **TRACK** leave, absence and other HR metrics as required;
- v) **WORK** with the Secretary to the Commission and Administrative secretary to ensure appropriate administrative support is available at all times within the Office of the Chairperson;

w) **CONTRIBUTE** to a positive and professional image of the office of the Chairperson and the PUC at all times in keeping with the Core Values; and

In addition to the Activities outlined above, the incumbent may be expected to perform other related duties as assigned.

13. APPLICATIONS

Applications in English Language with full curriculum vitae details, including nationality, date of birth, work experience, educational qualifications, summary of professional skills and/or expertise, language proficiency, list of professional publications, coordinates (including email addresses) of three referees (at least two of whom must be familiar with the applicant's work), and other relevant information, should be addressed to:

The Chairperson
Public Utilities Commission
106 New Garden Street
Queenstown
Georgetown
P.O. Box 1081

Or:

The Secretary
Public Utilities Commission
106 New Garden Street
Queenstown
Georgetown
P.O. Box 1081

Or to dbritton@pucguyana.com or vpersaud@pucguyana.com : subject line
'Executive Assistant -PUC'

Deadline: September 17, 2018

Only shortlisted applicants will be acknowledged.