



# PUBLIC UTILITIES COMMISSION

Lot 106 New Garden Street, Queenstown, Georgetown

*Regulating utilities for efficient services  
and protecting consumers' interests.*

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## VACANCY

### Complaints' Officers (Linden & Anna Regina)

The PUC is seeking qualified individuals to fill the positions of Complaints' Officers for our Linden and Anna Regina, Essequibo Coast Offices to perform the following functions, which list is not intended to be exhaustive:

- Process complaints from consumers of the various utility services;
- Monitor responses/investigations conducted by utility companies regarding complaints received by the Commission;
- Liaise with consumers in order to provide suitable assistance and information on utility services, and
- Participate in public relations campaigns.

### Qualifications

- Minimum of a University Diploma/Degree in Social Sciences/ related field, **OR** relevant experience customer service and/or in public relations.
- Working knowledge of a foreign language.

### Experience

In addition, candidates should possess:

- Strong analytical and presentation skills.
- Competence in using Microsoft Office Suite

Applications may be sent electronically to [info@pucguyana.com](mailto:info@pucguyana.com) or [dbritton@pucguyana.com](mailto:dbritton@pucguyana.com)

Kindly address application together with résumé to:

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

**Deadline: January 25<sup>th</sup>, 2020.**

*Only shortlisted applicants will be acknowledged.*