



# HUMAN RESOURCE MANAGEMENT DIRECTORATE

Church Folly, Grand Turk, Turks & Caicos Islands. Ph: 649-946-2801, Fax: 649-946-1582

## GOVERNMENT VACANCY

<b>JOB REFERENCE NO:</b>	CFB5-20-65
<b>JOB TITLE:</b>	Energy and Utilities Commissioner
<b>MINISTRY:</b>	Ministry of Home Affairs, Public Utilities and Transportation
<b>DEPARTMENT:</b>	Energy and Utilities
<b>LOCATION:</b>	Grand Turk

### **JOB SUMMARY:**

This senior level management position, with statutory obligations, responsible for the nationwide multi sector regulatory oversight and strategic direction of the Energy, Electricity, Water and Sewerage and the Petroleum Sectors of the TCI, to ensure appropriate conduct and conformity to established industry codes, standards and practices. Responsible for the investigation of stakeholder complaints, and effective resolution of conflicts. The Commissioner is required to conduct effective engineering and economic analysis in order to provide advice to the Permanent Secretary and Governor and to formulate policies regarding multi sector utility regulation. The incumbent provides advice to the Governor regarding the licensing of potential market entrants and third party generators and the creation of an environment that supports efficient utility infrastructure development and regulation. Additionally, he/she is required to manage and oversee the Department daily operations and staff.

### **KEY DUTIES AND RESPONSIBILITIES:**

- 1) **Regulate the Electricity Service Providers of the TCI.** This is a statutory post with responsibilities and authority enshrined in the Electricity Ordinance.
  - a) Advise the Governor on electricity rates and tariff proposal submissions from the service providers.
  - b) Validate the monthly power cost adjustment or energy charge mechanism.
  - c) Advise and propose policies for implementation to the Permanent Secretary and Governor to improve the regulatory and legislative frameworks of the sector
  - d) Perform economic, econometric and engineering assessment and analysis of utility data to assess the impacts of proposed policies.
  - e) Review and assess the electricity service provider capital expansion plans or integrated resource plans to ensure management prudence and conformity to least cost expansion planning criteria.
  - f) To monitor the technical, and service quality performance of the service providers to ensure reasonable levels of efficiency and reliability and compliance to the Public Supplier Licenses, Agreements, the Electricity Ordinance as well as electricity industry codes, standards and practices.





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- g) Develop, implement and continually review customer service standards and to monitor the service provider's level of compliance.
- h) Review and assess the operational and financial performance of public suppliers to inform decisions.
- i) Carrying out inspections of power companies' equipment and facilities to ensure compliance to industry standards and protocols.
- j) Reprimand the service provider and impose sanctions when there are breaches or deviations from, agreed service level standards, and efficiency targets.
- k) The Commissioner has responsibility with respect to the licensing of electrical practitioners.
- l) Prepare, manage and control the Department budget to ensure prudent management of resources and finances.
- m) Adhere to all Public Service codes, rules and regulations.

## 2) **Water and Sewerage Sector.**

The Commissioner in the capacity of Secretary to the Water and Sewerage Board must ensure the timely scheduling and organizing of meetings.

- a) Prepare minutes and keep accurate record of proceedings and decisions of the Board.
- b) Receive applications for licences
- c) Provide regulatory advice to the Ministry on matters related to the water and sewerage sector
- d) Review annual reports, development plans, disaster management plans and other documents submitted sector operators
- e) Keep and maintain all registers as prescribed in the Water and Sewerage Ordinance
- f) Review the technical and quality performance of water and sewerage operators.
- g) Ensure that all fees payable for licences and other charges are fully paid.
- h) Review and assess the financial performance of public water operators
- i) Advise the Permanent Secretary and the Water and Sewerage Board on tariff and regulatory policy related matters
- j) Ensure compliance by water and sewerage operators to established environmental, operational and health and safety standards

## 3) **Regulate the Energy Sector** (Non-Conventional Energy and sustainability initiatives)

- a) Advise the Governor and Permanent Secretary on policies to promote and provide for the increased uptake of renewable energy generation
- b) Research and analyze data and information from across the various sectors regarding energy use and to design and implement projects and programmes to promote energy efficiency and energy conservation in the Islands
- c) Assess and approve renewable energy generation plans, installations and infrastructure.
- d) Educate the public regarding energy use, energy efficiency, and energy conservation practices.
- e) Conduct or approve long range energy planning for the electricity, transport, agricultural, industrial, residential and commercial sectors





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## 4) Petroleum Sector

The incumbent is required to establish a framework for the regulation of the sector and to recommend for implementation, enabling regulations in accordance with the Petroleum Ordinance and government objectives.

- a) Approve licences and permits for the importation, handling and retail of petroleum products.
- b) Responsible for allocating the available supplies of petroleum in times of shortage.
- c) Collect fees and royalties in accordance regulations.
- d) To liaise with other departments to determine and assess the petroleum and compressed gas industries obligations.
- e) To regulate petroleum retail prices and verify product quality.
- f) Approve equipment and pump calibration tests to assure accuracy.

## 5) Other

- a) Adhere to all Public Service codes, rules and regulations
- b) Perform other related tasks as assigned.

## **QUALIFICATIONS & EXPERIENCE:**

This job requires an Undergraduate degree in Electrical Engineering or equivalent plus a Master's Degree or other accredited professional qualification in one of the following areas, Management, Business Administration, Public Policy, Economics, Infrastructure Regulation, Accounting, Law. Additional requirements include:

- Leadership
- Project Management
- Energy planning
- Renewable energy technologies concepts and applications
- Regulatory accounting
- Utility Regulatory Principles

## **Experience:**

This position requires at least ten (10) years relevant management experience, with at least five (5) at the senior management level to acquire the necessary competencies to respond effectively to the challenges of the functions

- Reading and understanding electrical plans and schematic diagram, and engineering project design.
- Formal training and or experience in utility regulation.
- Design and implementation of policies
- Understanding of Legislative and regulatory framework mechanisms Other desirable experience
- Financial statement analysis
- Public utilities operations and planning and development
- Human/Public relations experience
- Negotiation and conflict resolution skills and experience





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**SALARY:** Grade 10 - \$73,185.00 per annum

## **APPLICATION PROCEDURE**

Resumes with current contact information must be accompanied by a Cover Letter and two letters of reference (one preferably from a former employer) as well as copies of educational certificates and a copy of the Passport photo page, National Turks & Caicos Islander Status Card (where applicable). Shortlisted candidates must submit a Police Certificate.

Applications should be addressed to The Director, Office of the Human Resource Management Directorate, Church Folly, Grand Turk. Applications can be hand delivered, Faxed to 946-1582 or sent by email to: [recruitment@gov.tc](mailto:recruitment@gov.tc).

**Hand delivered and fax applications must have clearly marked on the envelope/fax cover sheet the Job Title of position being applied for. On emailed applications the subject line must reference the Job Reference Number (CFB5-20-65) and the Job Title.**

**Current serving officers must apply through their Head of Department.**

**Applications without supporting documents will not be processed**

**We thank all applicants for their interest, however, only persons selected for an interview will be contacted.**

**APPLICATION DEADLINE: 31<sup>st</sup> January, 2020**

