

## **VACANCY NOTICE**

### **POSITION OF EXECUTIVE DIRECTOR**

The Independent Regulatory Commission of Dominica seeks applications for the post of Executive Director. The person engaged must be a self-motivated professional who will serve as Chief Executive Officer of the Commission and reports to the Board of Directors. The Executive Director will be responsible for facilitating the achievement of IRC's mission and strategic objectives and ensure the effective day-to-day management of its operations.

#### **Requirements:**

##### *Education, Training and Experience*

- First degree in Business, Law, Engineering, Economics or a relevant Social Science.
- Advanced degree in Regulatory Policy, Business Administration, Management, Finance, Accounting or other relevant post graduate qualifications
- Formal training and/or experience in utility regulation
- Seven years management experience with at least three (3) years at senior management level
- Knowledge of Microsoft Office Suite.

##### *The person engaged should also possess:*

- Strong analytical and organizational development skills
- Demonstrated leadership as well as excellent oral and written communication skills

Knowledge of developments in the electric utility sector and of current factors impacting renewable sources of energy will be an advantage.

#### **Duties:**

1. Formulate draft policies, plans and programmes, including periodic review of the vision and mission of the IRC
2. Implement policies, plans and programmes as approved by the Board

3. Participate in the development of a comprehensive regulatory framework for the electricity sector by setting clear objectives
4. Monitor progress in achieving agreed-upon objectives
5. Prepare an annual work plan and budget, with quarterly and monthly targets for each of the objectives
6. Monitor and evaluate performance standards and targets for the electricity sector
7. Maintain proper internal controls to manage and protect the Commission's assets
8. Develop and maintain a proper human resource management plan
9. Undertake periodic review of the administrative policies and procedures manual to guide the operations of the Commission
10. Develop protocols for managing public hearings, consumer advocacy and the dissemination of information on sector performance
11. Establish and maintain effective working relationships with public officials and representatives of the industry – nationally, regionally and internationally
12. Prepare monthly reports to the Board on the status of the Commission's functions and finances
13. Coordinate the recruitment and selection of staff in accordance with established policies and procedures
14. Conduct periodic and annual reviews of technical and managerial staff and recommend training as necessary
15. Make recommendations to the Commission on human resource development and management issues
16. Carry out such other duties as may be assigned from time to time by the Board.

**Compensation:**

The compensation package is negotiable and will include salary, gratuity, and use of the Commission's vehicle or travelling allowance. A return ticket will be provided annually to the successful candidate if recruited from outside Dominica.

**Tenure:**

The position will be on a contractual basis for a period of three (3) years in accordance with the Electricity Supply Act #10 of 2006.

**Submission of applications:**

Interested and qualified individuals are invited to submit applications with cover letter, detailed curriculum vitae and names and contact details of two (2) referees under **confidential cover** to:

The Chairman

Independent Regulatory Commission

P. O. Box 1687

42 Cork Street

Roseau

Commonwealth of Dominica

Closing date for receipt of applications is Friday, 28<sup>th</sup> September, 2012