

GPL-POJ-JMB/5	OUTPUT FOCUS JOB DESCRIPTION		PROJECTS MANAGEMENT DEPARTMENT
Position: Electrical Engineer	Grade: JM:B	Incumbent:	Reports To: Projects Management Manager
Manages: Nil			

JOB PURPOSE: Responsible for providing technical, project management support to the Project Management Manager in the planning, implementation, monitoring, and evaluation of all new Power Plant Projects.

KEY OUTPUTS:

1. Monthly reports on projects
2. Tender documents for projects
3. Contract documents for projects - Draft
4. Validation of drawings and specifications
5. Management Plan - Draft
6. Trained Staff

KEY RESPONSIBILITY AREAS:

1. Overall co-ordination and timely delivery of GPL's responsibility on all new Expansion/Developmental Projects.
2. Validating all technical drawings and specifications prepared and submitted by Contractor.
3. Assist in the preparation of management plan and the execution of works in keeping with plan.
4. Ensure resources assigned to the Project are managed prudently including being accounted for in the approved fashion.
5. Advise the Projects Manager on improved techniques, programmes and technical standards pertinent to all electrical works on the Project.
6. Liaise with the Project Superintendent on changes being implemented in the scope of works.
7. Management of any sub-stores established for the respective project.
8. Perform the functions of Owner's Engineer / Representative on projects, as required.
9. Acquire and maintain detailed records of all project activities including material usage, daily/weekly progress updates, and any other pertinent information.
10. Ensure requests for variations are evaluated, and justification with recommendations submitted on a timely basis to the Project Management Manager for approval.
11. Effective management / oversight of contractors' activities to ensure progress is in keeping with approved schedules.
12. Approving work methods and materials, supplies, equipment, etc delivered by the contractor to ensure compliance with specifications.
13. Inspecting and approving works, quantities, or milestones
14. Assist with the commissioning of project, coordinate staff training and hand-over to Operations.
15. Ensure "As Built" drawings are certified and forwarded to Operations and the System Planning & Design Department.
16. Coordinate with local or state officials as required during application for licenses /permits.
17. Liaise with the Public Relations Unit on the preparation of press releases, as required.

18. Compile weekly / monthly reports in respect of the project activities engaged in or as directed by the Project Management Manager or Competent Authority. Ensure all reports are submitted in a timely manner.

Required Competencies

Core/Leadership	Skill Level & Importance		Description/Behaviours
Adaptability and Managing Change	H	2	<ul style="list-style-type: none"> ➤ Takes personal responsibility for putting new knowledge or skill to practical and/or innovative use on the job ➤ Takes steps to learn about the change ➤ Works well with new and diverse individuals or groups ➤ Takes pride in achieving a smooth implementation of change by looking for solutions and making decisions with the change initiative in mind. ➤ Regularly attempts to add value during change implementation.
Applying Learning	H	2	<ul style="list-style-type: none"> ➤ Applies acquired knowledge quickly and appropriately on the job. ➤ Improves skill through practice and application. ➤ Creates opportunities to share new knowledge with others. ➤ Puts new knowledge, understanding, or skill to practical and /or innovative use on the job.
Communication	H	2	<ul style="list-style-type: none"> ➤ Elicits ideas, comments or feedback on what has been said. ➤ Asks questions to clarify and confirm information to ensure common understanding. ➤ Recognizes others immediate feelings and emotions and responds in ways that communicates clear understanding. ➤ Listens responsively and takes actions to persuade.
Decision-Making	H	2	<ul style="list-style-type: none"> ➤ Applies guidelines and procedures that require some interpretation when dealing with exceptions. ➤ Makes appropriate independent decisions in non-routine situations. ➤ Considers the risks and consequences of action and decisions. ➤ Focuses on innovative rather than ordinary solutions to problems. ➤ Monitors impact and effectiveness of decisions.
Results Oriented	H	3	<ul style="list-style-type: none"> ➤ Tackles difficult problems and takes personal responsibility for reaching solutions. ➤ Sees obstacles as challenges and develops innovative strategies to overcome them. ➤ Strives for continuous improvement and creative solutions. ➤ Sets challenging goals and objectives and measures performance against these. ➤ Demonstrates the ability to use corporate resources and expertise to achieve desired results.
Teamwork	H	3	<ul style="list-style-type: none"> ➤ Proactively solicits ideas and opinions and shares information and learning with others. ➤ Addresses conflicts or issues within the team in a positive and open manner. ➤ Provides clear feedback to team members. ➤ Uses understanding of different interests and agendas to achieve positive outcomes. ➤ Engages others in collaborative problem-solving, encouraging them to share their ideas and opinions. ➤ Is open, sincere, and empathetic in dealing with all individuals and in all circumstances.

Technical/ Functional Competencies

Technical/Functional	Skill Level B, W, A,E	I,II,III,IV
Use of Auto CAD	A	II
Organizing and co-ordinating skills	A	II
Ability to analyze, develop, establish and maintain efficient office work flow and administrative process	A	II
Be conversant with relevant law, and regulations of Guyana and GPL policies and rules	W	II
Be conversant with the Safety Act and GPL Safety Handbook	W	II
Conversant with ISO 9001 Quality Management System	W	II
Employee Development and Performance Management Skills	W	II
Project planning and implementation skills	W	II
Ability to communicate effectively	W	II

MINIMUM REQUIRED EDUCATION AND EXPERIENCE

1. Bachelor of science Degree in Mechanical Engineering with six (6) years relevant experience in the Operations and Maintenance of heavy duty units.

OR

2. Diploma in Mechanical Engineering from the University of Guyana, City & Guilds, H.N.C. or H.T.D or O.T.D. with ten (10) years relevant experience.

This document is validated as an accurate and true description of the job as signified above.

Employee Sign Date

Supervisor Sign Date

Head of Department/Division Sign Date

Date received in Human Resource Division

Date Created/revised