GPL-HRD-001/19 (M)	OUTPUT FOCUS JOB DESCRIPTION		MAJOR PROJECTS DEPARTMENT
Position: Program Manager	**Grade: SM**	**Incumbent:**	**Reports To: Divisional Director Engineering Services**
Manages: Project Managers, Project Engineers, Administrative Assistant, Clerk and Drivers			

JOB PURPOSE: To lead the staff and manage the assets and activities of the Major Projects Department under the direction of the Divisional Director – Engineering Services to initiate, plan, design, execute, monitor & control and close projects in keeping with the Divisional Business Plan, while complying with ISO 9001 Quality Management System, GPL's Performance Management System (PMS), and the other policies and management systems of the Company.

KEY OUTPUTS:

- Annual work plans
- Annual budget
- Annual project reports
- Monthly and Quarterly work plans reviewed.
- Quarterly reports on the Quality Objectives
- Monthly progress reports
- Appraising of staff performance.
- Monthly Performance Measures & Targets

KEY RESPONSIBILITY AREAS:

1. Continuously monitor and review the achievements/performance of the Major Projects Department against monthly and quarterly goals. Identification of risks and taking appropriate actions to mitigate risks.
2. Conduct monthly site visits of projects being executed.
3. Supervise the performance of the department staff and take appropriate actions that embrace and enhance continuous improvement of all staff.
4. Regularly report on the performance of the Major Projects Department as its relates to task, employees, PMS, and QMS.
5. Facilitate the training of Department's staff to develop required job skills.
6. Ensure subordinates compliance with Company Rules and Regulations and initiate disciplinary actions in keeping with Company's Rules of Conduct.
7. Administer and dispense discipline in keeping with the Disciplinary Policy/Procedure.
8. Enforce strict compliance with the requirements of the safety and health regulations and contractual obligations.
9. Ensure that the environment and area under control is kept clean and tidy.
10. Promptly investigate and make recommendations through written reports with respect to infractions of Safety and Health regulations.
11. Conducts continuous assessment and monitoring of staff work performance and development, and taking steps to correct poor work performance.
12. Conduct monthly progress meetings.

Required Competencies

Core/Leadership	Skill Level & Importance	Description/Behaviours

Adaptability and Managing Change	H	3	➤ Helps others adapt to a changing work environment and to embrace change ➤ Promotes the benefits of a proposed change ➤ Takes time to question; understand and speak to the underlying needs of stakeholders beyond those initially expressed. ➤ Makes/recommends changes to work processes or systems to improve business results. ➤ Develops plans and prioritizes resources to effectively implement change. ➤ Remains focused on the desired outcome to help self and others implement change
Applying Learning	H	3	➤ 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	3	➤ 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	3	➤ 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	➤ 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	➤ 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.
Safety	H	3	➤ Serves as a model of safe behaviour. ➤ Continuously builds awareness and understanding of safety issues. ➤ Recommends and or improves occupational safety and health procedures to protect and maintain workers' physical and mental health. ➤ Demonstrates and explains safety equipment and /or procedures. ➤ Confronts others about safety concerns and/or violations.

Financial Responsibility	H	2	➢ Understands the current costs of work processes and programs. ➢ Balances cost versus benefit in taking action or making cost related decisions. ➢ Prepares accurate cost estimates and schedules. ➢ Monitors the budget, tracks costs and revenue, where appropriate. ➢ Takes corrective action as required. ➢ Monitors to ensure the efficient and appropriate use of resources. ➢ Continuously looks for methods to improve operational efficiencies.
Leading and Developing Others	H	3	➢ Sets a strong example through own behavior. ➢ Encourages an environment that fosters mutual support. ➢ Gives specific feedback and expresses expectations for future performance. ➢ Encourages and acts upon feedbacks. ➢ Provide guidance, counsel, direction, and assistance to employees. ➢ Provides challenging assignments and specific opportunities to broaden employees' skills and experience.

Technical/ Functional Competencies

Technical/Functional	Skill Level B, W, A,E	I,II,III,IV
Use of Microsoft Projects and Auto CAD	A	III
Knowledge and ability to perform project works	E	III
Knowledge of design techniques and principles	E	III
Be conversant with relevant law, and regulations of Guyana and GPL policies and rules	A	III
Be conversant with the Safety Act and GPL Safety Handbook	W	III
Conversant with ISO 9001 Quality Management System	W	III
Strong written and verbal communication and organizing skills	A	III

Legend:

H:	High Requirement. Required performance could not be achieved without demonstration of this competency.
M:	Medium Requirement. Required performance would be difficult to attain without demonstration of this competency.
L:	Low Requirement. Required performance is not dependent on demonstration of this competency.
I,II,III,IV:	The skill level required for effective performance. Skill levels are defined in the Competency Model
*	If a formal leader, all leadership competencies will apply. A formal leader is primarily responsible for the leadership and/or supervision of others. Duties are generally different than the duties of the others in the group.
1:B:	Basic – Brief, general familiarity. Understanding of where knowledge can be applied, but limited on-the-job application.

2:W:	Working – Detailed familiarity and understanding. Proficient in applying the knowledge and skills for regular job requirements.
3:A:	Advanced – Comprehensive understanding (in-depth familiarity with fine points). Able to handle complex or non-routine applications.
4:E:	Expert – Comprehensive and conceptual understanding. Expert, "go to" resource, can handle highly complex problems or Situations.

MINIMUM REQUIRED EDUCATION AND EXPERIENCE

1. Master's Degree in Electrical/Mechanical Engineering from the University of Guyana or its equivalent from an accredited institution with five (5) years relevant experience which must be at a Managerial level in a Utility company.

OR

2. Bachelor's Degree in Electrical/Mechanical Engineering from the University of Guyana or its equivalent from an accredited institution with ten (10) years relevant experience which must be at a Managerial level in a Utility company.

Note: PMP certification will be an asset.

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

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Employee Sign Date

_____   _____
Supervisor Sign Date   Head of Department/Division Sign Date

_____   _____
Date received in Human Resource Division   Date Created/revised