

GPL-SCE-JMB/5	OUTPUT FOCUS JOB DESCRIPTION		DEPARTMENT/DIVISION System Control Engineering Services
Position: Protection & Instrumentation Engineer	Grade: JMB	Incumbent:	Reports To:
Manages: Protection & Instrumentation Section			

JOB PURPOSE: To be responsible for the management of the Protection & Instrumentation Section along with the execution of the duties of the Protection & Instrumentation Engineer.

KEY OUTPUTS:

- MONTH END REPORTS
- TEST MANUALS
- ANNUAL MAINTENANCE AND CALIBRATION SCHEDULE
- INVENTORY AND ASSEST DATABASE
- ANNUAL BUDGET
- TRAINING RECORD BOOK
- UPDATED UNION AGREEMENT
- TIMELY APPRAISAL FORMS

KEY RESPONSIBILITY AREAS:

1. Responsible for all the technical development and revisions of Laboratory and field test methods of Power Systems and Unit Protection and Instrumentation.
2. Prepare all reports on work conducted in the field or test Laboratory.
3. Manage the day to day operations of the Protection and Instrumentation workshop as indicated by detailed authorization and or instruction.
4. Advice staff on all aspects of test and repair of complex and single characteristics activated Electro-mechanical, Electronic, Pneumatic, Hydraulic and Instruments.
5. Prepare detailed equipment, materials funding request and travel requirements for jobs as they are allocated and obtain approval for same when indicated.
6. Prepare Annual Budget, Planned Maintenance Charts and other Commissioning and Re-commissioning Schedules, Monthly Reports, Progress Reports, etc.
7. Respond within reasonable time to system emergencies and or requests.
8. Ensure that systems of accountability of Inventories and Assets are adhered to in accordance with accounting procedures.
9. Conduct Performance Appraisals o subordinate staff and determine training needs and make recommendations.
10. Ensure that Staff is adequately equipped with appropriate safety gears and equipment to conduct work in a safe environment.
11. Orient, monitor and coach subordinate staff in an effort to aid their development of requisite job skills.
12. Prepare examinations for Training Department which would determine the promotion of Electrical Technicians in the section.
13. Be conversant with the Collective Labour Agreement of the representing Unions.
14. Prepare and submit section's monthly reports by fourth (4th) working day of the proceeding month.

Required Competencies

Core/ Leadership	Skill Level & Importance		Description/Behaviours
Adaptability & Ability to Manage Change	H	3	<ul style="list-style-type: none"> ➤ Helps others adapt to a changing 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 process or systems to improve the business results. ➤ Develops plans and prioritize resources to effectively implement change
Ability to Acquire & Apply Knowledge	H	3	<ul style="list-style-type: none"> ➤ Recognizes how prior knowledge and skills apply to complex or new circumstances. ➤ Develops innovative ways of applying technical / professional knowledge to handle new challenges. ➤ Demonstrate commitment to continuous learning and growth to develop knowledge and expertise
Communication	H	4	<ul style="list-style-type: none"> ➤ Develop and implement communication strategies for high profile initiatives. ➤ Effectively addresses complex on the spot questions. ➤ Communicates openly both personal values and corporate operating principles deemed important to success.
Creativity & Innovation	H	3	<ul style="list-style-type: none"> ➤ Looks ahead and can spot opportunities / obstacles and to develop new approaches, products and services to meet organizational needs. ➤ Encourages others to challenge traditional approaches. ➤ Asks thought provoking questions to spark others creativity. ➤ Supports and works with others to produce innovative solutions. ➤ Recognizes and rewards creative thinking and innovation.
Decision Making / Analysis & Problem Solving	H	3	<ul style="list-style-type: none"> ➤ Makes complex decisions for which there are no set procedures. ➤ Develops innovative solutions that address the root cause of the problem and prevent recurrence. ➤ Aligns decisions with organizational goals, direction, ethics and values. ➤ Anticipates obstacles and thinks ahead about steps. ➤ Defines, communicates and consistently exemplifies the organization's values & ethics.
Financial Responsibility & Value Creation	H	3	<ul style="list-style-type: none"> ➤ Develops accurate financial plans and budgets. ➤ Monitors to ensure the efficient and appropriate use of resources. ➤ Relates plans and estimates to operating and capital budget. ➤ Regularly evaluates work unit efficiency using financial indicators. ➤ Monitors the budget, tracts costs and revenue, where appropriate
Results Oriented & Project Management	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 performances against these
Safety Focus	H	4	<ul style="list-style-type: none"> ➤ Develops solutions and create new programs and policies to imbed a safety culture in all corporate activities. ➤ Implements strategies to reinforce accountability at all levels for a safe and healthy workplace. ➤ Serves as a model of safe behavior.
Teamwork Oriented	H		<ul style="list-style-type: none"> ➤ Creates new opportunities for individuals to work together, breaking down barriers when necessary. ➤ Encourages and empowers others making them feel accountable and engaged. ➤ Actively promote diversity through visible actions and initiatives. ➤ Manages and balances personal goals with the goals and direction of the Corporation.

Technical/ Functional Competencies

Technical/Functional	Skill Level B, W, A, E	1,2,3,4
Problem Solving and Analytical Skill	A	4
Computer Programming	W	3
Time Management ; ability to meet deadlines	A	4
Knowledge and use of Microsoft Office Suite (Word, Access, PowerPoint& Excel)	A	4
The ability to handle multiple tasks simultaneously and balance competing priorities	A	4
High level of organizational skills	A	4
Ability to read / understand procedures/ specifications/ drawings/etc in particular those pertaining to the Electrical work scope	A	4

MINIMUM REQUIRED EDUCATION AND EXPERIENCE

1. Bachelors of Science Degree in Electrical Engineering / Project Management or its equivalent from an accredited institution with at least five (5) years relevant experience.

OR

2. Diploma in Electrical Engineering or its equivalent from an accredited institution, City and Guilds, HNC or Higher Technical Diploma with eight (8) years relevant experience.

OR

3. Ordinary Technical Diploma (G.T.I) or its equivalent from an accredited institution with at least twelve (12) years relevant experience.

4. Alternatively: Fifteen (15) years' experience in the relevant field.

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.
B:	Basic – Brief, general familiarity. Understanding of where knowledge can be applied, but limited on-the-job application.
W:	Working – Detailed familiarity and understanding. Proficient in applying the knowledge and skills for regular job requirements.
A:	Advanced – Comprehensive understanding (in-depth familiarity with fine points). Able to handle complex or non-routine applications.
E:	Expert – Comprehensive and conceptual understanding. Expert, “go to” resource, can handle highly complex problems or situations.

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