



Terms of Reference
Assistant Special Project Engineer
2020/38

G.P.L Inc. invites applications from suitably qualified candidates to fill the vacancy of **Assistant Special Project Engineer** within the Projects Management Department, Middle Street.

Reporting to the Projects Management Manager/Senior Project Officer, the incumbent will be responsible for executing all administrative and technical functions with the position as it relates to the specific projects being executed by the department.

Key Responsibility Areas

1. Support the development and management of the company's renewable energy and energy efficiency project portfolio.
2. Data collection and analysis for the development of designs for renewable energy and energy efficiency projects.
3. Conduct site visits and field inspections of various projects being executed by the Department.
4. Support the development of electrical designs for the GPL's Power System.
5. Prepare specification and contract documents for tender invitations.
6. Advise the Project Management Manager and Senior Project Officer on improved techniques, programmes and technical standards pertinent to all electrical works on projects executed by the Department.
7. Liaising with the Project Management Manager and Consulting Engineers on all technical aspects of projects undertaken.
8. Implement GPL's grid code in all project related activities undertaken by the Department.
9. Prepare status reports of all Projects undertaken by the Department, including Renewable Energy and Energy Efficiency Projects.
10. Assist in the Preparation of annual operational and capital budgets and monitor expenditure to ensure conformity with budget guidelines.

11. Drive the Company's vehicle as required.
12. Enforce strict compliance of safety and health legislation, regulations and contractual obligations.
13. Promptly investigate and make recommendations through written reports with respect to infractions of Safety and Health regulations.
14. Perform other duties that may be assigned to you within the scope of your employment, from an Authorized Officer.

Required Competencies and Skills

- Knowledge of Renewable Energy Systems
- Knowledge of Energy Efficiency Measures
- Strong written and verbal communication and organizing skills
- Problem solving and analytical skills
- Ability to analyze engineering drawings and using the associated software

Qualifications and Experience

BSc. Degree in Electrical Engineering from the University of Guyana or its equivalent from an accredited institution with three (3) years relevant experience.

Applications should be submitted to the Human Resources Services Manager, Guyana Power & Light Inc. 257/259 Middle Street, Georgetown not later than August 11, 2020.