



**TERMS OF REFERENCE**  
**Data Management Supervisor**  
**2019/56**

G.P.L Inc. invites applications from suitably qualified candidates to fill the vacancy of **Data Management Supervisor** - within the **Metering Department** – **Sophia**.

Under the general supervision of the Metering Coordinator, the incumbent will be responsible for enforcing of all relevant data entry/validation, invoice processing, meter allocation, queries feedback that falls under the ambit of the metering Section.

**JOB DESCRIPTION**

1. Monitor and evaluate Data Entry Clerks performance in keeping with targets
2. Implement disciplinary action in cases of breach of regulations.
3. Maintain an efficient accounting and filing system, as well as ensuring all source documents are kept in good condition and are not easily accessible by unauthorized persons
4. Action internal and external queries, follow-up and feedback action is taken and updated to Customer Information System when required.
5. Prepare relevant reports and sheets updates to accepted standards and layouts associated with metering department.
6. Verify contractors' invoices for Manager's Signature.
7. Send standard request via internal mail system to other section and follow-up according to procedure.
8. Account for meters wrap /allocated/reissued by data entry clerks for installation purposes.

**JOB QUALIFICATION(S) AND EXPERIENCE:**

- 1 Diploma in Accountancy/Management from University of Guyana or its' equivalent from an Accredited Institution plus certification in Computer Studies with at least six (6) years' relevant experience at a supervisory level.

**OR**

- 2 Five (5) subjects CSEC (Grades I-III) plus A.C.C.A. Level 11, with a Certificate in Computer Studies, with at least seven (7) years' relevant experience at a supervisory level.

**COMPETENCE PROFILE:**

- Ability to work with limited supervision
- Proficient in Microsoft Applications
- Analytical and Evaluation skills
- Ability to perform appropriate Arithmetical Calculation
- General knowledge and principles of Record Keeping

Applications should be submitted through your Departmental Head to reach the Deputy Human Resources Manager Guyana Power & Light Inc. 257/259 Middle Street, Georgetown not later than October 29, 2019.