

Divisional Director Transmission & Distribution

TERMS OF REFERENCE

POSITION:	Divisional Director Transmission & Distribution	DATE:
DEPARTMENT/SECTION:	Office of the Divisional Director Transmission & Distribution	LOCATION: Main Street
SUPERVISOR'S JOB TITLE:	Deputy Chief Executive Officer - Strategic Operations	
JOB SUMMARY:	<p>The Divisional Director of Transmission and Distribution is responsible for ensuring the Transmission and Distribution network by:</p> <ol style="list-style-type: none"> i. Monitoring of the quality and cost of electrical service rendered through transmission lines ii. Formulation of long and short range plans for distribution network expansion and development iii. Administration of the policy for the general control of the organization toward improving services at a lower cost iv. Manage reduction of losses. 	
ACCOUNTABILITY FOR:	<p>The position is responsible for contributing to operational information and analysis to support policy development, research and forecasting. Lead and direct maintenance programmes and implement appropriate rehabilitation and network upgrades. Plan, organize, and control operating activities, through the Departmental Managers, including use of systems and tools used in Transmission and Distribution (T&D).</p> <p>The incumbent is expected to stay abreast with industry trends, innovations, and develop and maintain working relationships with regional and international technical networks for advice and support.</p>	
ACCOUNTABLE TO:	Deputy Chief Executive Officer – Strategic Operations	
POSITIONS SUPERVISED:	<ol style="list-style-type: none"> 1. Manager, Transmission & Distribution Zone 1- Berbice 2. Manager, Transmission & Distribution Zone 2 - Demerara 3. Manager, Transmission & Distribution Zone 3 – Essequibo & West Demerara 4. Manager, Unserved Electrification and Capital Projects. 	
ENVIRONMENT:	<ul style="list-style-type: none"> ▪ Managing multiple projects at same time ▪ Managing complex assignments 	

	<ul style="list-style-type: none"> ▪ Demanding timelines ▪ Conflict management ▪ Managing stakeholder expectations ▪ Periodic travel to various local, regional and international location 	
KEY CONTACTS:	<p>Internal</p> <ol style="list-style-type: none"> 1. Chairman and Directors 2. Corporate Secretary 3. Chief Executive Officer 4. Divisional Directors 5. Department /Unit Heads 	<p>External</p> <ol style="list-style-type: none"> 1. Minister of Public Infrastructure 2. Minister of Finance 3. Public Utilities Commission (PUC) 4. Guyana Energy agency (GEA) 5. Government Electrical Inspectorate (GEI) 6. Diplomatic Missions 7. Research Organizations 8. Trade and Business Organizations 9. Technical Consultants 10. International Funding Agencies 11. Relevant Regional and General Public 12. International Bodies 13. General Public

MAJOR ACTIVITIES:	<ol style="list-style-type: none"> 1. Reviews, advises, and makes recommendations related to system expansion to meet demand, continuity of service through application of technological advances and administration of preventative maintenance schedules by trained personnel 2. Management of Energy Delivery in all three Counties, including integration of renewables. 3. Develops and implements processes which will result in the improvement of the T&D system and prepares directives and regulations and standard operating procedures which will assure that the construction, operation, and maintenance functions of the T&D departments will, to the maximum extent possible, result in the highest continuity of service with the minimum expenditure consistent with sound engineering practices and safety standards 4. Manage and reporting on divisional risk, which includes identification, assessment, development and implementation of mitigation plan.
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5. Maintain detailed records of all maintenance, repair activities, and provide reports, with recommendations where further action may be warranted.
6. Develop and implement a plan to maximize the utilization of available technical skills within the various Zones and the Company in achieving maintenance targets.
7. Direct new capital projects associated with growth of the distribution system ensuring design is in accordance with current industry recognized best practices ensuring long-term plans and expenditures are appropriate to accommodate future growth
8. Oversee the preparation and updating of all records using appropriate technologies e.g., GIS
9. Investigate partnership opportunities with other companies to streamline and reduce costs
10. Oversee activities involving responses to customers, contractors, various authorities pertaining to safe working procedures in the vicinity of utility infrastructure
11. Formulation, project management, and implementation of capital and departmental budgets
12. Direct team performance to ensure the company's policies/procedures are followed according to established guidelines
13. Develop team and individual employee skills and capabilities, motivate employees, and provide feedback on day-to-day performance to ensure operational excellence
14. Pursue T&D innovations or strategies where these have technical and financial merit resulting in improved reliability, quality of service or financial savings.
15. Ensure that the service performance targets pertinent to the Division are achieved consistently.
16. Strategically review network capability and load forecasts and make recommendations on developments / improvements, including reduction in technical losses.
17. Implement system of evaluating effectiveness of maintenance activities, correlate with industry standards and recommend / implement changes where necessary.
18. Review line equipment/hardware specifications and update Company standards where necessary.
19. Ensure all T & D locations within the Division operate consistent within the Company's Quality, Occupational Safety Health and Environmental Standards.
20. Evaluate skills needs and recommend training where necessary.

	<ol style="list-style-type: none"> 21. Approval of Scope of Works and Contracts governing works and services performed by Third Parties for the Division. 22. Review systems to ensure that additions/modifications to network are done to Company Standards. 23. Liaise with other Utilities to ensure minimal disruption of consumer services. 24. Recommend relevant studies as the system develops to ensure stable and safe operation. 25. Ensure safe working practices are developed and adhered to within all departments. 26. Review systems and methodologies for harnessing and evaluating vital system data and recommend / implement changes as necessary. 27. Ensure monthly, quarterly, annual, and special reports as required are prepared and reviewed within statutory requirements. 28. Involve in technical reviews covering other aspects of the Company's business. 29. Recognizes underlying problems, opportunities or the political forces affecting the organization. 30. Make presentations to the Board of Directors at statutory and Sub-Committee meetings.
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<p>KNOWLEDGE, SKILLS & ABILITIES</p>	<p>Knowledge of:</p> <ul style="list-style-type: none"> • Effective leadership and management principles and practices including problem solving and conflict resolution, practices and techniques; • Applicable laws and regulations affecting the electric utility in Guyana; • Principles and practices of budgeting (operating and capital), communication, safety, contracting, human resources, information technology, public relations, project management, outreach, performance standards, telecommunications, records management, and resources to achieve outcomes and expectations; • Research methods and statistical analysis, complex spreadsheets and database applications and project and workload planning; • Problem solving and conflict resolution practices and techniques; • Environmental and safety practices, processes, procedures and standards;
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Ability to:

- Ability to administer a comprehensive electric utility program; familiarity with modern engineering and operating concepts in the transmission and distribution of electrical energy
- Provide the leadership and management of the department through coaching, enabling and facilitating employees working in a team environment;
- Proven ability to plan, coordinate and control all operations and activities of an electric utility
- Exercise sound and independent judgment, conduct independent analyses and make recommendations on difficult and sensitive issues;
- Anticipate potential problems, develop contingency plans when needed and solve concurrent problems;
- Build constructive relationships by promoting effective partnerships with department peers, bargaining units, employees, citizens, and others contacted in the course of work;
- Represent and speak for the division and its work, e.g., presenting, explaining, promoting, defining, and negotiating to those within and outside the department by making clear and convincing oral presentations to individuals and groups, by listening effectively and clarifying information and by facilitating an open exchange of ideas;
- Lead the division's management team to achieve common goals and be able to deliver excellent customer service to both internal and external customers;
- Manage complex projects that further the long term objectives of the division by identifying which quality standards are relevant to the project and determining how to satisfy them, by evaluating overall project performance on a regular basis to provide confidence that the project will satisfy the relevant quality standards, and by monitoring specific project results;
- Communicate logically and clearly, both orally and in writing; follow oral and written instructions;

MINIMUM EDUCATION AND EXPERIENCE

- Education and experience equivalent to graduation from an accredited college or university with a Bachelor's degree in Electrical Engineering, or an approved related field; Plus

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- Ten (10) years Management of a Network serving at least 150,000 Consumers and operating voltages up to 69kV;
 - Management of staff involved in the full range of business operations of large electrical utility including public relations, Occupational Health & Safety program development, Legal & Regulatory management, strategic planning and forecasting and use of process improvement tools is desirable.

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