



**Terms of Reference
Legal Officer- I
2018/ 21**

G.P.L Inc. invites applications from suitably qualified candidates to fill the position of **Legal Officer-I**, which exists within the **Legal and Regulatory Department – 91 Duke Street, Kingston, Georgetown**. Under general direction of the Chief Executive Officer/Deputy Chief Executive Officer, the incumbent will provide legal support and represent the Company in certain civil litigation and perform certain corporate duties, in particular.

ESSENTIALS OF THE JOB:

1. Represent the Company in both Civil and Criminal litigation.
2. Initiate and pursue legal proceedings as required i.e. prepare writs.
3. Defences, submission and other pleadings in cases of both ‘for and against’ the company.
4. Ensure judgments in favour of the company are fully executed and enforced.
5. File oppositions in matters where there are arrears due and payable to the company.
6. Advise on statutory compliances.
7. Research and prepare legal opinions on various matters including claims for compensation against the company.
8. Draft and/or review legal contracts and agreements and monitor legal obligations under agreements to ensure compliance.
9. Liaise with external Attorneys.
10. Submit monthly reports to Management and the Board.

11. Maintain register of all legal matters in courts.
12. Represent the Company at Arbitration and PUC hearings.
13. Assist in the formulation and implementation of policies relating to the company.
14. Draft, amend, review or recommend modifications to electricity sector or related laws and regulations.
15. Dispense matters in keeping with ESRA, GPL's License & Standard Terms and Conditions, the PUC Act, the GEA Act, the EPA Act and other Laws and/ or Regulations governing or regulating the operations/performance of the company.
16. Provide sound legal advice to the Company in general and make recommendations to Management as necessary.
17. Any other related tasks that may be assigned from time to time.

Core Competencies

1. Excellent oral, written communication and negotiation skills.
2. Excellent decision making skills.
3. Results oriented.
4. Good ability to work and lead in a team environment.

Functional/ Technical Skills.

1. Problem solving and analytical skills.
2. Sound judgment and ability to analyze situations and information.
3. Be conversant with Corporate Laws and procedures of the Electricity Sector Reform, the Public Utility and Environmental Acts. Also GPL License which includes the Standard Terms and Conditions of Electric Services.
4. Ability to cope with high levels of responsibility and with confidential matters.
5. Ability to multi – task and meet deadlines.

6. High degree of professional ethics and integrity.

JOB QUALIFICATION (S) AND EXPERIENCE:

1. An Attorney – at – Law with at least 5 years' experience preferably in a Corporate Environment.

Applications should be submitted to reach the Divisional Director – Human Resources, Guyana Power & Light Inc., 257/259 Middle Street, Georgetown not later than July 05, 2018.