



## **Terms of Reference Meter Readers 2020/30**

G.P.L Inc. invites applications from suitably qualified candidates to fill the position of **Meter Readers**, which exist within the Customer Services Department, Anna Regina, Essequibo.

Under the direction and control of the Customer Services Officer and/or Supervisor, the incumbent will be directly responsible for reading of Energy Meters and taking notes of any irregularities or inaccuracies encountered within a specified area. Additionally, the incumbent will be required to deliver a high quality of service to our customers and hold responsibility for the following duties.

### **ESSENTIALS OF THE JOB**

1. Read all energy meters listed in the Meter Reading Books or Handheld devices
2. Report any irregularities encountered during the execution of duties
3. Re-read meters upon the instruction of the Supervisor.
4. Assist the Senior Meter Reader in performing surveys when necessary.
5. Submit written and oral reports for:-
  - a. Meters listed in the incorrect place.
  - b. Incorrect Meter Number.
  - c. Inactive meters being active.
6. Perform other duties that may be assigned within the scope of your employment, from an Authorized Officer.

### **JOB SPECIFICATION/QUALIFICATION:**

1. Four (4) subjects C.X.C or C.S.E.C (*Grades 1-111 passes*) inclusive of English Language and Mathematics.

### **COMPETENCIES PROFILE:**

- Thorough knowledge of geographic locations.
- Ability to present legible written reports.
- Ability to make simple and accurate mathematical calculations.
- Must be able to establish and maintain effective working relationships.
- Thorough knowledge and understanding of company operations, license and standard terms and conditions.

Applications should be submitted to reach the Deputy Human Resources Manager, Guyana Power & Light Inc., 257/259 Middle Street, Georgetown not later than June 04, 2020.