



**Terms of Reference
METER READERS
2020/11**

G.P.L Inc. invites applications from suitably qualified candidates to fill the position of **Meter Readers**, which exists within the Customer Service Departments at New Amsterdam and Corriverton, Berbice.

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

ESSENTIALS OF THE JOB:

1. Read all meters listed in the Meter Reading Books/Handheld.
2. Report any irregularities encountered.
3. Re-read meters upon the request 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 to you within the scope of your employment, from an Authorized Officer.

JOB QUALIFICATIONS:

1. Four (4) subjects C.X.C or C.S.E.C (Grades 1-3) inclusive of English Language and Mathematics.

COMPETENCIES PROFILE:

- Thorough knowledge of geography locations.
- Ability to present legible written report.
- 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 the Deputy Human Resources Manager, Guyana Power & Light Inc., 257/259 Middle Street, Georgetown not later than February 13, 2020.