



**Terms of Reference**  
**Senior Labour and Employee Relations Officer**  
**2019/58**

G.P.L Inc. invites applications from suitably qualified candidates for the position of Senior Labour and Employee Relations Officer- 257-259 Middle Street, Georgetown Guyana

**KEY OUTPUTS:**

- Investigation Reports
- Records of Employee Complaints and related memoranda
- Disciplinary Letters reprimands, suspension and terminations
- Advisory Memoranda to Employees
- Supervisors and Managers Documentation on Disciplinary hearing and meeting or Unions
- Wages and Salaries Comparative Analysis Report
- Proposals on Policy and Procedures on Employee issues
- Monthly Employee Relations Reports

**KEY RESPONSIBILITY AREAS:**

- ✓ Participate in addressing grievances and work to resolve complex employee relations/labour relations issues.
- ✓ Mediate discussions between employer and employee representatives in attempt to reconcile differences.
- ✓ Conduct investigations, and prepare reports.
- ✓ Counsel and advise employee on employment policies and procedures.
- ✓ Advice on the interpretation of Industrial agreements reached between the Company and participating Unions, as well as employment agreement and monitors their effective implementation.
- ✓ Monitor Company's adherence to labour laws and regulations.
- ✓ Train Managers and Supervisors on topics related to the handling of grievances, fostering good labour relations, working conditions and disciplinary policy and procedures.
- ✓ Represent the Company in labour disputes, conciliations and arbitrations.
- ✓ Facilitates information gathering where necessary for wages and salaries negotiations with the unions. Research case law or outcome of previous case hearings.
- ✓ Prepare proposals for collective bargaining and other labour negotiations.
- ✓ Maintain in-depth knowledge of legal labour requirements related to day-to-day management of employees, reducing legal risks and ensuring regulatory compliance.
- ✓ Prepares monthly Employee Relations Reports.
- ✓ Assess Union's proposals on salary, benefits and working conditions.
- ✓ Assist in the preparation of reports, correspondence on various Human Resources issues.

- ✓ Develop methods to monitor employee satisfaction with policies and working conditions.

### **REQUIRED COMPETENCIES & SKILLS**

- Excellent oral and written communication skills, strong interpersonal skills
- Be conversant with related labour legislation and regulations.
- Excellent ability to mediate in labour disputes and employee issues.
- Skilled at training Managers and Supervisors in handling employee issues ,grievances and forstering good labour relations

### **QUALIFICATION AND EXPERIENCE:**

- Bachelor's Degree in Human Resources Management/Industrial Relations or related field with three (3) years' experience in Labour Relations

**OR**

- Diploma in Human Resources Management/Industrial Relations or related field with five (5) years' in Human Resources /Labour Relations.

Applications should be submitted the Deputy Human Resources Manager, Guyana Power & Light Inc., 257/259 Middle Street, Georgetown or email:dderoy@gplinc.com not later than November 15, 2019.