



Terms of Reference

Senior Labour and Employee Relations Officer

Guyana Power & Light Inc. is the premier provider of electricity services in Guyana and requires the services of a suitably qualified candidate to fill the vacant position of **Senior Labour and Employee Relations Officer** within the Human Resources Services Department, 257/259 Middle Street Annex, Georgetown, Guyana.

Under the general direction of the Manager – Human Resources Services the incumbent will be responsible for all Industrial and Employees Relations activities.

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

- High-level performance in people management, team-building and Leadership skills.
- Be conversant with related labour legislation and regulations.
- Excellent ability to mediate in labour disputes and employee issues.
- Must have the ability to conduct problem solving with innovative and creative solutions.
- Skilled at training Managers and Supervisors in handling employee issues ,grievances and forstering good labour relations
- High-level performance in people management, team-building skill.
- Excellent Communication (Oral, Written and Verbal).

QUALIFICATION AND EXPERIECE:

- Bachelor's Degree in Human Resources Management/Business Management /Industrial Relations or Law from the University of Guyana or any accredited Institution with a minimum of three (3) years' relevant experience in Labour Relations.

OR

- Diploma in Human Resources Management/Industrial Relations/ Business Management from the University of Guyana or any accredited Institution with a minimum of seven (7) years' experience in Labour Relations.

Applications should be addressed to the **Manager - Human Resources Services, Human Resources Services Department, Guyana Power & Light Inc., 257/259 Middle Street, Georgetown not than later than June 01, 2020.**