



**Terms of Reference**  
**Data Management Supervisor**  
**2020/02**

G.P.L Inc. invites applications from suitably qualified candidates to fill the vacancy of **Data Management Supervisor** within the Metering Department, Sophia.

Under the general supervision of the Metering Coordinator, the incumbent will be responsible for enforcing all relevant data entry/validation, invoice processing, energy meter allocation, queries and feedback that falls under the ambit of the metering Section.

**JOB DESCRIPTION**

1. Monitor and evaluate Data Entry Clerks' performance in keeping with targets.
2. Maintain an efficient accounting and filing system, as well as ensuring all source documents are kept in good condition and are not easily accessible by unauthorized persons.
3. Action internal and external queries, follow-up and feedback action is taken and updated to Customer Information System when required.
4. Prepare relevant reports and sheet updates to acceptable standards and layouts associated with metering department.
5. Verify contractors' invoices for Manager's Signature.
6. Send standard request via internal mail system to other section and follow-up according to procedure.
7. Verify minor and major service orders updates/ edits are completed accurately in Customer Information System.
8. Train, coach and orient Direct Reports and ensure that they know the specific functions of their position.
9. Communicate organizational standards, policies and regulations to subordinates, making sure these are followed.
10. Investigate and resolve discrepancies: take corrective actions to resolve conflicts.

11. Implement disciplinary action in case of breach of regulations.
12. Account for meters' wrap /allocated/reissued by Data Entry Clerks for installation purposes.

**JOB QUALIFICATION(S) AND EXPERIENCE:**

1. Diploma in Accountancy/ Management from University of Guyana or its' equivalent from an Accredited Institution plus certification in Computer Studies with at least six (6) years' relevant experience at a supervisory level.

**OR**

2. Five (5) subjects CSEC (Grade I-III) plus A.C.C.A. Level II, with a Certificate in Computer Studies, with at least seven (7) years' relevant experience at a supervisory level.

**NOTABLE BENEFITS FOR OUR VALUED EMPLOYEES**

- GPL offers an attractive remuneration and benefits package.
- Opportunities for professional/personal development at the tertiary level and career growth.
- Incentive Scheme

**COMPETENCY PROFILE:**

- Ability to work with limited supervision
- Proficient in Microsoft Applications
- Analytical and Evaluation Skills
- Ability to perform appropriate Arithmetical Calculation
- General Knowledge and principles of Records Keeping

Applications should be submitted to reach the Deputy Human Resources Manager, Guyana Power & Light Inc. 257/259 Middle Street, Georgetown not later than January 21, 2020.