



## **Terms of Reference Legal Officer 11**

Guyana Power and Light Inc, invites applications from suitably qualified candidates to fill the position of **Legal Officer 11**, which exists within the **Legal and Regulatory Department- 91 Duke Street, Kingston, Georgetown. Under general direction of the Legal Officer 11**, the incumbent will provide legal support and represent the Company in certain civil litigation and perform certain corporate duties, in particular:

**JOB PURPOSE:** The incumbent will assist, in the day-to-day operation and management of the Company's Legal Department.

### **KEY OUTPUTS:**

- Documents produced
- Documents filed
- Attendance at Court
- Provide Legal Advice
- Attend Meetings
- Reports Produced

### **KEY RESPONSIBILITY AREAS:**

1. Review inactive accounts and initiate and pursue legal proceedings, including but not limited to, filing Fixed Date Applications and Statement of Claim; defend the Company in proceedings in both the High Court and Magistrate's Court.
2. Pursue civil claims both in the High Court and Magistrate's Court to recover sums expended by the Company in cases of damage to company infrastructure and facilities during accidents.
3. Represent Company's interest/employees in Magistrate's Court matters relating to accidents involving Company's vehicle/property.
4. Research and prepare legal opinions and advise other divisions and departments of the Company on statutory compliance and the legal resolution of issues.
5. Liaise with and assist External Counsel in preparation of matters for court.
6. Pursue and execute the enforcement of judgments received by the Company.
7. Drafts letters, contracts and agreements and review and advise on soundness of contracts and agreements and monitor legal obligations under same to ensure compliance.
8. Draft, review and recommend amendments to Company's statutory framework: Electricity Sector Reform Act (ESRA) Cap 56:01, Standard Terms and Conditions for Electricity Service (STC), 1999 as amended, The Company's Licence, 1999 as amended and the Company Policies and Procedures;
9. File Oppositions in matters where transport is being passed or property is being encumbered and there are arrears due and payable to the Company;
10. Attend statutory meetings and offer advice as required;
11. Provide monthly reports on tasks assigned together with targets achieved.

**Required Competencies:**

Core	Skill Level & Importance		Description/Behaviours
1. Applying Learning	2	H	<ul style="list-style-type: none"> <li>➤ Applies acquired knowledge quickly and appropriately on the job.</li> <li>➤ Improves skill through practice and application.</li> <li>➤ Creates opportunities to share new knowledge with others.</li> <li>➤ Puts new knowledge, understanding or skill to practical and / or innovative use on the job.</li> </ul>
2. Communication	1	H	<ul style="list-style-type: none"> <li>➤ Actively listens and seeks to understand by getting the facts and pertinent information.</li> <li>➤ Clearly expresses ideas using both written and oral communication.</li> <li>➤ Uses appropriate grammar and vocabulary.</li> <li>➤ Uses a respectful tone, appropriate eye contact, gestures and other body language.</li> </ul>
3. Creativity and Innovation	1	M	<ul style="list-style-type: none"> <li>➤ Recognizes new ways to accomplish tasks.</li> <li>➤ Bounces ideas off others.</li> <li>➤ Openly explores new ideas.</li> <li>➤ Displays curiosity and imagination.</li> <li>➤ Tries more than one approach to overcome a problem.</li> </ul>
4. Customer Service	1		<ul style="list-style-type: none"> <li>➤ Ensures professional and courteous service.</li> <li>➤ Interacts well with all customers and understands that each customer is different.</li> </ul>
5. Decision Making	1	M	<ul style="list-style-type: none"> <li>➤ Makes decisions in accordance with professional standards, established guidelines, procedures and/or legislation.</li> <li>➤ Consults with others or refers an issue to others for resolution when criteria are not clear.</li> <li>➤ Models ethical behavior.</li> </ul>
6. Results Oriented	1	H	<ul style="list-style-type: none"> <li>➤ Clarifies what is expected and accepts accountability for completing tasks.</li> <li>➤ Takes pride and ownership in own work.</li> <li>➤ Demonstrates a high level of dependability in all aspects of the job.</li> <li>➤ Respects the rights of others while achieving one's own goals.</li> <li>➤ Adjusts easily to changes at work.</li> </ul>
7. Safety	1	M	<ul style="list-style-type: none"> <li>➤ Adheres to all safety rules and procedures on the job.</li> <li>➤ Displays knowledge of all related occupational safety and health regulations.</li> </ul>
8. Teamwork	1	H	<ul style="list-style-type: none"> <li>➤ Willingly participates, works effectively with others and seeks input from others.</li> <li>➤ Does his or her share of the work and puts in extra effort when needed to help others.</li> <li>➤ Shares information and supports team decisions.</li> <li>➤ Recognizes that the ways of getting things done in different departments, organizations and communities are not the same.</li> </ul>

**Technical/ Functional Competencies:**

Technical/Functional	Skill Level B, W, A,E	1,2,3,4
➤ Be conversant with relevant laws and regulations of Guyana especially Electricity Sector Reform Act Cap 56:01 and GPL's policies, rules and procedures	W	2
➤ Proficient in use of Microsoft Suite	W	1
➤ Outstanding problem solving and analytical skills	A	2

➤ Excellent conflict resolution skills	A	2
➤ Flexible and possess the ability to perform effectively under pressure	W	2
➤ Ability to manage multiple tasks simultaneously	W	2
➤ Responsible and able to meet deadlines	A	2

## MINIMUM REQUIRED EDUCATION AND EXPERIENCE

1. Attorney-at-Law admitted to practice in Guyana with at least two (2) years experience in civil practice within a corporate environment.

### *Legend:*

<b>H:</b>	High Requirement. Required performance could not be achieved without demonstration of this competency.
<b>M:</b>	Medium Requirement. Required performance would be difficult to attain without demonstration of this competency.
<b>L:</b>	Low Requirement. Required performance is not dependent on demonstration of this competency.
<b>I,II,III, IV:</b>	The skill level required for effective performance. Skill levels are defined in the Competency Model
*	If a formal leader, all leadership competencies will apply. A formal leader is primarily responsible for the leadership and/or supervision of others. Duties are generally different than the duties of the others in the group.
<b>B:</b>	Basic – Brief, general familiarity. Understanding of where knowledge can be applied, but limited on-the-job application.
<b>W:</b>	Working – Detailed familiarity and understanding. Proficient in applying the knowledge and skills for regular job requirements.
<b>A:</b>	Advanced – Comprehensive understanding (in-depth familiarity with fine points). Able to handle complex or non-routine applications.
<b>E:</b>	Expert – Comprehensive and conceptual understanding. Expert, “go to” resource, can handle highly complex problems or Situations.

**Applications should be sent to the Divisional Director- Human Resources, Guyana Power and Light Inc., 257/259 Middle Street, Georgetown not later than March 04, 2019.**