



JOB DESCRIPTION

1.0 Position Identification

- 1.1 **Job title** **Energy Specialist**
1.2 **Duty Station:** **NURC Secretariat, Castries**

2.0 Functional Relationships

- 2.1 Reports to: **Chief Executive Officer**
2.2 Supervises: N/A
2.3 Internal Liaison: NURC Staff but specifically the technical staff
2.4 External Liaison: Ministry officials, Representatives of Energy and Companies, Independent power producers, Consultants, Local and Overseas Officers, counterparts, Regulatory bodies, Consumers, and the General Public

3.0 Duties and Responsibilities

- 3.1 Provides technical support to the Chief Executive Officer in areas such as interpretation of licence obligations relating to utility standards, central dispatch, and the generation code; development of appropriate service standards for monitoring the utility and other power producers; and on other matters related to energy that are of a technical nature.
- 3.2 Reviews applications for interconnection of distributed renewable energy systems to the grid in accordance with established guidelines.
- 3.3 Inspects operations of regulated electric utilities to determine whether the utilities are operating in accordance with the conditions of their licences, the relevant legislation, regulations, codes, determinations, and prudent utility practice.
- 3.4 Reviews and comments on the development of capital investment programmes by regulated electric utilities and other power producers.

- 3.5 Develops and maintains a body of knowledge of the plant/equipment used by regulated electric utilities.
- 3.6 Advises the Chief Executive Officer on asset values, useful lives, operational efficiency, etc. of machinery and equipment used in the generation of electricity.
- 3.7 Collaborates with the Regulatory Economist and Finance Officer in monitoring and assessing the performance of regulated utilities, including technical and financial performance, among other things.
- 3.8 Develops and maintains knowledge of electricity sector development plans and policy to provide advice to determine whether these meet the economic, social, and other objectives set out in primary legislation and written energy policy guidelines.
- 3.9 Analyses technical/cost data provided by regulated utilities to provide reports/advice to the Chief Executive Officer on technical matters.
- 3.10 Provides support to officers of the Commission on technical matters, including investigation of customer complaints, carrying out field checks as necessary.
- 3.11 Consults with key stakeholder groups within the energy sector in developing and modifying regulatory guidelines or standards.
- 3.12 Actively participates in the planning and budgeting process of the NURC.
- 3.13 Submits monthly technical reports to the Chief Executive Officer on the overall performance of each service provider.
- 3.14 Reports to the Chief Executive Officer on findings from audits of utility operations.
- 3.15 Develops a database for the collection, storage, and analysis of electric utility benchmarking data from the Caribbean region and elsewhere.
- 3.16 Investigates and makes recommendations for the enforcement and improvement of service and safety standards by examining service providers to ensure adherence to engineering and other related specifications and standards.
- 3.17 Coordinates with Government agencies to ensure that the nation's utility sector provides services in times of national emergencies.
- 3.18 Develops regulatory reporting framework to guide the submission of technical information and reports to the Commission by regulated utilities.
- 3.19 Establishes networking connections with regulatory and utility engineers/analysts in other jurisdictions.

- 3.20 Participates and makes presentations at local, regional, and international events.
- 3.21 Preserves the confidentiality of sensitive utility records.
- 3.22 Undertakes any other related duties which may be assigned from time to time by the Chief Executive Officer.

4.0 Conditions of Work

- 4.1 The Energy Specialist will be employed on contract for an initial period of two (2) years and may be renewed subject to satisfactory performance.
- 4.2 The Energy Specialist will be provided with suitable office accommodation within the NURC Secretariat and institutional support through relevant legislation & regulations as well as established administrative policies and procedures.
- 4.3 The Energy Specialist will be required to maintain a motor vehicle for the effective discharge of the duties of the position for which a travel allowance will be paid.

5.0 Performance Standards

- 5.1 All calculations/determinations/evaluations of information provided are accurate and acceptable.
- 5.2 Consultative documents prepared are comprehensive and facilitates meaningful discussion and decision making.
- 5.3 Contacts with stakeholders are conducted with the highest degree of professionalism.
- 5.4 Handling of technical information provided by the utilities with integrity and confidentiality.
- 5.5 All records are maintained efficiently, and reports prepared accurately and submitted in a timely manner.
- 5.6 Full compliance with the Staff Handbook.

6.0 Skill, Knowledge and Abilities

- 6.1 A working knowledge and understanding of and demonstrated ability to ensure full compliance with the provisions of the licences, NURC Act, sector legislations, regulations, protocols, policies and standard operating procedures.
- 6.2 A working knowledge and understanding of the operations of independent Power Producers in Renewable Energy, specifically in the generation of energy through, wind, solar, geothermal; biomass, etc.

- 6.3 Knowledge of sound business practices, including a demonstrable understanding of accounting and financial issues and economic analysis.
- 6.4 Excellent verbal, written and technical report writing skills.
- 6.5 Excellent interpersonal skills.
- 6.6 Excellent computer skills, with competency in software for least cost development and economic dispatch of plants.

7.0 Qualifications and Experience

- 7.1 Bachelor's Degree in Engineering (electrical or mechanical)
- 7.2 Minimum of five (5) years professional engineering experience in the energy sector(s) with responsibilities in planning, construction and operation.
- 7.3 Commercial knowledge, including a demonstrable understanding of accounting, financial issues and economic analysis would be an asset.
- 7.4 Specialized knowledge in the areas of Renewable Energy and Utilities Regulations would be an asset.

*Application must be accompanied by a detailed Curriculum Vitae and two references to be submitted by **Friday April 28, 2023.***

Application should be submitted via email: **info@nurc.org.lc** or mail and addressed to the:

Chief Executive Officer

National Utilities Regulatory Commission

P.O. Box CP 6307

Castries

Saint Lucia