

# EXECUTIVE VACANCIES

## Executive Director Manager, Human Resources and Administration



The Regulated Industries Commission (RIC) is an independent, statutory body established to ensure the promotion of the highest quality of utility services at fair and reasonable rates while building a credible regulatory regime that responds adequately to stakeholders concerns and also to ensure fairness, transparency and equity in the provision of utility services throughout the country

### EXECUTIVE DIRECTOR

The **Executive Director** reports to the Board of Commissioners and is responsible for the cost-effective achievement of the strategic and operational goals and objectives of the RIC. The Executive Director is primarily accountable for the execution of policies, strategies, business and operational plans and decision making initiatives.

This leadership role will also involve developing public forums to promote awareness of regulation within the industry and among other major stakeholders to ensure widespread collaboration and alignment to the Commission's regulatory objectives while utilizing financial and other resources to effectively and efficiently benefit Trinidad and Tobago.

#### QUALIFICATIONS AND COMPETENCIES

- B.Sc. Economics, Finance, Business Administration or related discipline.
- Masters' Degree in Economics, Finance, Engineering or MBA.
- Any further education in Regulation or Regulatory Policy will be an asset.
- Fifteen (15) years management experience of which at least ten (10) should be at a senior managerial level.
- Significant experience in national policy formation and implementation.
- Knowledge of local, regional and international economic utility regulations standards and practices would be a definite asset.
- Exceptional leadership, analytical and conflict resolution skills.

#### MAIN DUTIES AND RESPONSIBILITIES:

- Collaborates with the Board of Commissioners and develops and implements the long range strategic plan to ensure the achievement of the RIC's mission, goals and strategic objectives.
- Provides technical guidance and communicates through key stakeholders the principles upon which tariffs will be based and monitors rates charges to ensure compliance.
- Establishes and monitors systems for the structured information gathering of service provided and the efficiency and economy of operations of the utilities.
- Ensures compliance with license conditions by utilities and investigates consumer complaints and recommends actions to address any non-compliance.
- Represent the interest of the Commission in the course of the Commission's business through the dissemination of regularly scheduled publications and other information as necessary to promote the advancement of service delivery by the utilities.

### MANAGER, HUMAN RESOURCES AND ADMINISTRATION

The **Manager, Human Resources and Administration** reports to the Executive Director has responsibility for the full range of Human Resources Management policies, practices and systems and also has responsibility for Corporate Administrative Services.

#### QUALIFICATIONS AND COMPETENCIES

- B.Sc. Business Administration with a specialization in Human Resource Management.
- Post-Graduate qualifications in Human Resource Management and/or Business Administration would be an asset.
- Minimum ten (10) years varied managerial experience in HRM, Industrial Relations and Business Administration.
- Exceptional leadership skills including guiding teams through conflict situations and resolution of challenges.
- Excellent analytical and communication skills.
- Proven ability to develop and maintain organizational systems.

#### MAIN DUTIES AND RESPONSIBILITIES:

- Lead the RIC in the development, implementation and management of:
- Full range of Human Resource Management Systems.
  - Employee and Industrial Relations.
  - Performance Management and Development.
  - Change Management.
  - Administrative Support Services which includes: Procurement, Facilities Management, Security Services and Front Office Operations.

Please visit the **websites for further details and guidance for application:**

[www.peoplesolutionsplus.com](http://www.peoplesolutionsplus.com) OR [www.ric.org.tt](http://www.ric.org.tt)



Applications should be submitted by: **Friday 13<sup>th</sup> November, 2020**

with résumés and the subject line of: **RIC- "Position Title"**

to: **Ulric Warner** at Email: [jobs@peoplesolutionsplus.com](mailto:jobs@peoplesolutionsplus.com)

We thank all applicants for their interest but advise that only suitably qualified applicants will be contacted.