



*Houses of Parliament  
Jamaica*

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### **PUBLIC UTILITY Pay Band 5 (PIDG/RIM 3) (new)**

Applications are invited from suitably qualified officers for the post of **Public Utility Clerk (PIDG/RIM 3) (new)** at the Houses of Parliament. The salary ranges from \$1,984,305- \$2,668,670 per annum.

#### **JOB PURPOSE**

Under the direct supervision of the Facilities and Office Manager, the **Public Utility Officer (PIDG/RIM 3)** is responsible for implementing and monitoring effective programmes for utility management within the Houses of Parliament.

#### **KEY RESPONSIBILITY AREAS**

##### **Management/Administrative Responsibilities**

- Participates in the strategic and operational plans for the Branch
- Dispatch copies of telephone bills to staff for identification of private/official calls and submits same for payment.
- Prepares monthly utility payment schedules for submission to the Finance and Accounts Branch
- Liaises with utility companies to ensure bills are received on time.
- Establishes and updates Utility Registers for all locations within the Houses of Parliament.
- Implements and monitors utility programme for the Houses of Parliament.
- Implements and coordinates an effective energy conservation programme within the Houses of Parliament.
- Represents the Branch at meetings, seminars and workshops.

##### **Technical/Professional Responsibilities**

- Ensures the Houses of Parliament is provided with efficient and effective telecommunication and other utility services
- Monitors the implementation of conservation measures
- Detects all leaks, wastage or unauthorised use of water and promptly addresses the matter;
- Ensures that outstanding utility bills are paid to prevent disconnection of services;
- Prepares reports on utilities for the Facilities and Office Manager;
- Assists with the reconciliation of utility bills with statements from respective companies and follow up with the Finance and Accounts Branch for payments;
- Manages the Houses of Parliament's CUG services to ensure efficiency;
- Distributes the monthly CUG bills and ensures that they are paid within a timely manner;
- Verifies meter numbers with bills to ascertain correctness;
- Assists with the installations of phone lines and instruments as needed;
- Requests technical assistance for faulty telephone lines; and electrical and water systems in a timely manner;
- Requests technical assistance for faulty telephone instruments in a timely manner.

##### **Other Responsibilities**

- Any other related duties that may be assigned from time to time.

## **REQUIRED COMPETENCIES**

### **Core:**

- Good customer relations skills.
- Excellent communication skills.
- Good interpersonal skills.
- Good analytical, problem-solving and trouble shooting skills.
- Ability to work well under pressure and as part of a team.
- Sound judgment, tact, and initiative.

### **Technical:**

- Knowledge of related Government policies and procedure.
- Excellent knowledge of relevant computer applications.

## **MINIMUM REQUIRED QUALIFICATION AND EXPERIENCE**

- Diploma in Management Studies, Business/Public Administration, or equivalent qualifications
- Three (3) years' related work experience in a similar capacity

**OR**

- Five (5) CSEC subjects including Mathematics or a numeric subject and English Language
- Five (5) years' related work experience in a similar capacity.

## **SPECIAL CONDITIONS ASSOCIATED WITH THE JOB**

- Extensive traveling between locations.
- May be required to work outside of regular working hours.