



GPL-HRD-001/19 (M)	OUTPUT FOCUS JOB DESCRIPTION		SYSTEM PLANNING & RESEARCH DEPARTMENT
Position: System Studies and Automation Engineer	Grade: Junior Manager “B”	Incumbent: New	Reports To: Head of Network Planning Unit
Assist with: Basic and Specialised System Studies, staff management, report writing and site visits.			

1.0 JOB PURPOSE

Performing general administrative and technical functions associated with the position of System Studies and Automation Engineer while, complying with ISO 9001 Quality Management System, GPL’s Performance Management System (PMS), and the other policies and management systems of the Company.

2.0 KEY OUTPUTS

Assist the Head of Network Planning Unit to complete the following:

- 1. Update of Annual Development and Expansion Programme.
- 2. Basic System Studies.
- 3. Feasibility and Full Interconnection Studies.
- 4. Monthly Technical Losses Profiles.
- 5. Bankable Project Documents, including Project Concept Note and Terms of Reference.
- 6. Unit’s Annual work plan and Budget.
- 7. Unit’s Monthly Performance and Achievement report.
- 8. Staff Performance Plan and Annual Staff Appraisal.
- 9. Staff Learning and Development Plan for Human Resources Capacity Building.

2.1 KEY RESPONSIBILITY AREAS

- 1. Assist the Head of Unit to conduct research to support GPL’s corporate aim of SUCCESS, LCDS-2030 and other National Energy Priorities.
- 2. Development detail models to conduct power system studies and other simulations to provide technical guidance, such as Technical Losses Profiles for Transmission and Distribution Lines, and Substations.
- 3. Perform Power System Studies, which include Feasibility Studies, Full Interconnection Studies (Electrical and Automation), Basic System Studies to facilitate technical guidance, Update Technical Losses Profiles.
- 4. Assist with providing inputs to Draft Project Concept Note, Terms of Reference, and Bankable Project Documents.
- 5. Assist with providing Technical inputs to EPC and IPP RFPs.
- 6. Assist with the Review of Proposals and provide inputs to the composition of reports.
- 7. Lead/Participate in Site Visits
- 8. Assisting Head of Unit with day-to-day administrative activities.
- 9. Orient, mentor, coach, and train direct reports in an effort to aid the development of the requisite job skills.
- 10. Ensure Direct Reports’ compliance with Company Rules and Regulations and initiate disciplinary actions in keeping with Company’s Rules of Conduct.
- 11. Enforce strict compliance with the requirements of the safety and health legislation, regulations, and contractual obligations.

12. Perform other duties that are pertinent to the objectives of the Department's Action Plan, and by extension, the Divisional Business Plan, to support the Company's Corporate Strategic Plan, as assigned by or through the Head of Unit, Manager, or the Divisional Director – Engineering Services.

3.0 REQUIRED COMPETENCIES

Core/Leadership	Skill Level & Importance		Description/Behaviours
Adaptability & Managing Change	3	H	<ul style="list-style-type: none"> ➤ Helps others adapt to a changing work environment and to embrace change. ➤ Promotes the benefits of a proposed change. ➤ Makes/recommends changes to work processes or systems to improve business results. ➤ Develops plans and prioritizes resources to effectively implement change
Communication	3	H	<ul style="list-style-type: none"> ➤ Establishes communication plans and strategies. ➤ Anticipates and prepares for other reactions, adapting tactics to create a specific impact. ➤ Communicates complex issues clearly and credibly with widely varied audiences.
Decision Making	3	H	<ul style="list-style-type: none"> ➤ Makes complex decisions for which there are no set procedures. ➤ Develops innovative solutions that address the root cause of the problem and prevent recurrence. ➤ Anticipates obstacles and thinks ahead about steps. ➤ Makes sound business decisions when faced with complex and contradictory alternatives
Result Oriented	3	H	<ul style="list-style-type: none"> ➤ Tackles difficult problems and takes personal responsibility for reaching solutions. ➤ Sees obstacles as challenges and develops innovative strategies to overcome them. ➤ Strives for continuous improvement and creative solutions; and ➤ Demonstrates the ability to use corporate resources and expertise to achieve desired results.
Teamwork	3	H	<ul style="list-style-type: none"> ➤ Addresses conflicts or issues within the team in a positive and open manner. ➤ Provides clear feedback to team members. ➤ Uses understanding of different interests and agendas to achieve positive outcomes. ➤ Engages others in collaborative problem-solving, encouraging them to share their ideas and opinions. ➤ Is open, sincere, and empathetic in dealing with all individuals and in all circumstances.
Leading & Developing Others	3	H	<ul style="list-style-type: none"> ➤ Sets a strong example through own behaviour. ➤ Encourages an environment that fosters mutual support. ➤ Gives specific feedback and expresses expectations for future performance; and ➤ Encourages and acts upon feedback to self.
Software	2	H	<ul style="list-style-type: none"> ➤ Utilizes appropriate software including Microsoft Excel, AutoCAD and Power System Simulation tool,



			<div>software packages such as PSS Sinical, PSSE/ETAP/DlgSilent,</div> <div>➤ Demonstrates competence in the use of Microsoft office suite including MS-Word and Power point for document preparation, reporting and presentation.</div>
--	--	--	--

3.1 TECHNICAL / FUNCTIONAL COMPETENCIES (Minimum)

Technical / Functional	Skill Level B, W, A, E	I, II, III, IV
➤ Use of Microsoft Suite	A	I
➤ Problem solving and analytical skills	A	III
➤ Conflict resolution skills	A	III
➤ Flexible and possess the ability to perform effectively under pressure	W	III
➤ Familiarity with electric distribution systems	H	III
➤ Familiarity with electric transmission systems	H	III
➤ Familiarity with electric generation systems- Renewable and conventional	H	III
➤ Familiarity with electric substation systems	H	III
➤ Be conversant with Safety Act and GPL Safety Handbook	A	II
➤ Be conversant with International Standards such as IEEE, ANSI, ESRA, Safety Codes, GPL Grid Code.	A	I
➤ Ability to multitask and meet deadlines	A	II
➤ Ability to analyse engineering drawing, designs and using the associated software.	W	I
➤ Knowledge of circuit analysis through the use of the appropriate software- PSS Sinical, PSSE & Etap.	H	III
➤ Conversant with ISO Quality Management System	W	II
➤ Conversant with GPL Performance Management System (PMS)	W	III
➤ Be conversant with the FACTORIES ACT CHAPTER 95:02, OCCUPATIONAL SAFETY AND HEALTH ACT CHAPTER NO 32 OF 1997, ELECTRICITY SECTOR REFORM ACT CHAPTER 57:01 OF 1999, ENVIRONMENTAL PROTECTION ACT NO 11 OF 1996 of the laws of Guyana, and the Guyana Power & Light License which include the STANDARD TERMS AND CONDITIONS FOR ELECTRIC SERVICES of October 2010.	W	

4.0 MINIMUM REQUIRED EDUCATION AND EXPERIENCE

1. Bachelor of Science Degree in Electrical Engineering from an accredited institution with at least three (3) years’ of utility experience relative to the Key Responsible Areas.
- or
2. Master of Science Degree in Electrical Engineering from an accredited institution with at least one (1) years of utility experience relative to the Key Responsible Areas.



5.0 LEGEND

H:	High Requirement. Required performance could not be achieved without demonstration of this competency.
M:	Medium Requirement. Required performance would be difficult to attain without demonstration of this competency.
L:	Low Requirement. Required performance is not dependent on the demonstration of this competency.
I, II, III, IV:	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:	Basic – Brief, general familiarity. Understanding of where knowledge can be applied but limited on-the-job application.
W:	Working – Detailed familiarity and understanding. Proficient in applying the knowledge and skills for regular job requirements.
A:	Advanced – Comprehensive understanding (in-depth familiarity with fine points). Able to handle complex or non-routine applications.
E:	Expert – Comprehensive and conceptual understanding. Expert, “go to” resource, can handle highly complex problems or Situations.

This document is validated as an accurate and true description of the job as signified above.

Employee Sign Date

Supervisor Sign Date

Head of Department/Division Sign Date

Date Received in Human Resource Division

June 24, 2022

Date Created/Revised