



Anguilla Electricity Company Limited

P.O. Box 400, The Valley, Anguilla, British West Indies

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JOB POSTING

The Anguilla Electricity Company Limited invites applications from suitably qualified candidates to fill the position of **Chief Executive Officer** (synonymously referred to as General Manager). The position will require the incumbent to report to the Board of Directors, plan, organize, direct and control the operations of the Company; promote a climate of effective governance & direct, manage and co-ordinate resources and activities to ensure the efficient and viable operations of the Company.

Main Functions, Duties & Responsibilities of the position include:

- Manage and coordinate the organization by setting the strategy, goals, and objectives in accordance with the strategic direction of the Board.
- Develop and propose innovative policies, best practices and procedure manuals for approval by the Board.
- Maintain key corporate documents, reports, and records.
- Coordinate preparation of and administer approved budgets.
- Organize, plan, direct and control the production and distribution of electricity in a cost effect manner within guidelines set by the Board.
- Initiate, plan and/or collaborate with managerial personnel to prepare strategic and development plans (Revenue, Marketing, Human Resources, etc.) and objectives agreed to by the Board of Directors for the organization.
- Ensure that all financial and non-financial reporting requirements are reported on in a timely manner and on a regular basis.
- Ensure compliance with all company policies, and reporting and submission requirements as stipulated by the Board.
- Ensure compliance with local legislation and regulatory bodies.
- Review and sign loan agreements and other documentation as required.
- Study documentation and make recommendations to Board of Directors.
- Attend Board Meetings to present reports and requested information and participate in Board discussions upon the invitation of the Chairman.
- Implement Board's decisions through subordinate managerial staff and keep Board informed of progress.

- Prepare monthly, quarterly, special, and annual reports on the operations of the Company for submission to the Board.
- Review departmental status reports and performance audits, provide advice and initiate actions to create improvements and resolve problems.
- Coordinate preparation of annual budgets and authorize major capital expenditure with Board Approval.
- Represent the organization in negotiations when instructed by the Board.
- Communicate with local and international persons/organizations on Company related matters.
- Assist in selection of senior managerial personnel.
- Prepare and present papers agreed by the Board of Directors at local and international forums to present the viewpoint of the organization.
- Build and maintain a high-performance culture through effective performance management, communication, and coaching of staff.
- Provide clear leadership, promote, and foster a team culture consistent with the organization's values.
- Ensure the recruitment of appropriately skilled staff to positions within the organization and establish appropriate remuneration levels and performance-based conditions for staff within the framework agreed to by the Board of Directors.
- Develop and evaluate key business opportunities for Board Approval.
- Promote good corporate governance to accomplish the Company's vision, mission, and values.
- Perform other job duties as required by the job function.

Qualifications & Experience:

- MBA or equivalent qualification and a minimum of five (5) years' experience in a senior management position; or a first degree in Business Management with a minimum of seven (7) years' experience in a senior management position in the Electricity Sector. Regional experience in the energy sector or with a public utility is an added advantage.
- Proof is required of qualifications and experience through notarized copies of certificates and the provision of references.

Key Competencies Required:

- Demonstrate passion and enthusiasm, motivate, lead, and empower others to achieve organizational goals.
- Ability to establish and maintain positive working relationships with key stakeholders.
- Ability to analyze complex policy issues, draw conclusions and articulate clear and focused solutions.
- Ability to formulate strategies and policies and create new approaches in adverse situations.

- Demonstration of an in-depth knowledge of, and experience in, running a challenging utility company would be an asset.
- Has a personal commitment to organizational excellence; displays honesty, integrity, and a strong sense of ethics in all decisions and actions.
- Is resilient; remains calm and deliberate under potential conditions of stress.
- Ability to organize resources to provide cost-effective solutions.
- Experience in working with Board of Directors, providing professional, accurate and strategic advice.
- Ability to implement and deliver on Board of Directors' decisions and policies.
- Capable of working with limited Board supervision and resources.
- Ability to cope well with varying workloads and conflicting priorities.
- Be a skilled negotiator.
- Excellent customer relations; design and implement innovative initiatives to enhance customer experience.
- Be familiar with and capable of meeting the requirements for the execution of business with the Caribbean Development Bank.

If you are interested in this opportunity, please submit in writing under confidential cover your curriculum vitae (with a cover letter) and three professional references to:

ATTN: The Corporate Secretary
Anguilla Electricity Company Limited
P.O. Box 400
The Valley
Anguilla

Or e-mail submissions to jeri@anglec.com

Full details of the job vacancy may be obtained from the website at <http://www.anglec.com/vacancies.php>

The deadline date for application is 16th October 2021.

Remuneration is commensurate with qualification and experience.

N.B. All applicants must send a copy of their application to the Labour Office.