

Electricity Regulatory Authority
 Suite 2 Grand Pavilion Suites,
 Grand Cayman

Job Description

Job Title: Deputy Managing Director
Salary Range: CI\$ 75,000 – CI\$ 100,000
Reports To: Managing Director Electricity Regulatory Authority of the Cayman Islands

Job Purpose | The Deputy Managing Director assists the Managing Director in planning, organizing, supervising and controlling the functions of the Authority in accordance with the Electrical Regulatory Authority Law (2008) Revision. Utilizing his/her technical expertise, the post holder also provides assistance with the development of policies, procedures and in implementing the directives issued by the Board.

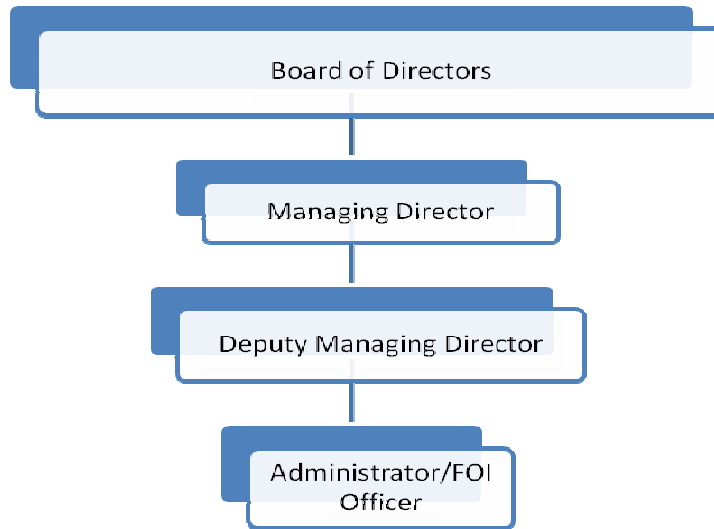
Dimensions | The post holder will:

- Produce at least two technical reports monthly
- Review at least 3 investment proposals annually
- Review at least 1 Certificates of Need (CON), Expressions of Interest (EOI) and Request for proposal (RFP) annually
- Prepare 20-30 documents for the Board each year
- Attend 12 Board meetings per year as a non voting member and a similar number of technical committee meetings, as well as meetings with Licensees and other stakeholders.

Principal Accountabilities	<ul style="list-style-type: none"> • Routinely monitors the performance of licensees ; <ul style="list-style-type: none"> - generation; transmission and distribution (T&D); in order to compare actual performance of those licensees with the guaranteed standards agreed with the ERA. Prepares formal reports on the performance of the licensees at intervals determined by the Managing Director. • Maintains records of such data as will be necessary or useful for periodic review of licensee performance. • Reviews and evaluates investment proposals submitted to the ERA by licensees, providing expert technical advice to the Managing Director • Undertakes assessments of international best practice in utility operations with special focus on relevance to conditions in the Cayman Islands, and submits authoritative reports to the Managing Director. • Reviews CON, EOI and RFP proposals from new and existing licensees for additional capacity for both firm power and renewable resources power, and prepare reports for the Managing Director and or ERA Board on those documents. • Assists in the preparation of the Authority's annual budget- • 	And show % time spent in each one 30% 10% 10% 5% 10% 5%
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- Proposes actions by which the cost of electricity to consumers could be reduced and/or service reliability improved.- 10%
- Assists the Managing Director in preparing documents for submission to the Board of Directors.- 5%
- Assists the Freedom of Information Officer in preparing responses to questions raised under the Cayman Islands Freedom of Information Law.- 5%
- Ensures the confidentiality of documents and other information so designated.
- Ensures effective communication with other staff of the Board and with external stakeholders.
- Performs such other duties as the Managing Director may assign.- 10%
- Acts as Managing Director in the absence of the incumbent when so authorized by the Board.

Organisational Chart



Background Information

The ERA is an independent, arm's length Statutory Authority and regulatory body. The scope of the ERA's activities in the electricity generation and supply markets in the Cayman Islands is very wide, encompassing the regulation and licensing of all forms of electricity generation, distribution and supply; and, the determination of licensing and regulatory fees to be paid by licensees. For the past two years efforts were focused on negotiating licenses with CUC, negotiations with Cayman Brac Power and Light may begin in the next few months.

Knowledge, Experience, and Skills

Knowledge

- Degree in engineering, preferably in electrical engineering, but possibly a mechanical engineer with substantial relevant experience.

Essential Experience

- At least ten years experience in electric utility operations with exposure to

- generation, transmission and distribution.
- Experience with renewable energy resources especially solar and wind are essential. Knowledge of biomass and Ocean Thermal Energy Conversion (OTEC) would be useful but not essential.
- Understanding of the principles of economic evaluation of investment projects.

Skills

- Ability to use computer software with a high level skill in the use of spreadsheet applications and report creation. Familiarity with computerized database applications and project planning would be advantageous.
- Above average ability to express ideas clearly and concisely verbally and in writing.
- Ability to meet established deadlines.

Assignment and Planning of Work

The work for this post will be assigned by the Managing Director and or the Board of Directors. The post holder will assign work to the Administrator/FOI Officer.

Supervision of Others

The post holder directly supervises one part-time Administrator/FOI Officer.

Other Working Relationships

The Deputy Managing Director will be expected to maintain effective working relationships with the ERA Board, Ministers, Chief Officers and Heads of Government departments whose responsibilities may be affected by the work of the ERA. Additionally, the post holder will have effective working relationships with consultants, lawyers, and licensees, and other service and equipment suppliers.

Decision Making Authority and Controls

The Deputy Managing Director will have some autonomy of the way work is performed as long as it is in accordance with the ERA Law and terms of licenses granted to Licensees. Since the unit is very small there will be significant collaboration between the post holder and the Managing Director. The post holder will be expected to provide expert technical advice.

Problems/Key Features

Emerging issues in this industry such as renewable energy and economic climate have a significant impact on this role. The post holder is expected to alleviate the unit's reliance on the technical expertise of consultants.

Working Conditions

Normal office conditions apply. Some travel required.

	Agreed By:	Date:
Managing Director		
Job Holder		