

TeAponga Logo

TeAponga Uira has the following vacancy for an experienced person who wants to be part of a progressive team.

MANAGER NETWORK

This position requires a person who has the qualifications, skills and experience in both fields of Electrical Engineering and Management. The successful applicant will be responsible for the management of the overall development, maintenance and operations of the distribution system.

Potential applicants are urged to uplift a copy of the job description which can be obtained from the office of Te Aponga Uira or by contacting Bettina Akania on (682) 20054, or email bakania@electricity.co.ck or by submitting a resume to Bettina Akania, TeAponga Uira, P.O. Box 112, Rarotonga, Cook Islands.

Applications close 3.00pm Friday 6th February 2009 (Cook Islands time).

Job Description – JDNM0109

- 1. Position:** Network Manager
2. Company: Te Aponga Uira
3. Functional Responsibility: Chief Executive Officer (CEO)
4. Immediate Subordinates: Planning Engineer
Maintenance Supervisor
Operations Supervisor
Network and Test Technicians
Senior Electrician
Network Services Coordinator

5. Qualifications:

Management qualification and experience, including people and customers relationships.

Proven experience in the electrical distribution industry at a senior level

Qualification and experience in electrical engineering

6. Overall Responsibilities:

The management of the development, maintenance and operations of the distribution system in an effective and efficient manner

7. Duties: Development

- Continuously monitor growth and demand and develop plans for the upgrade and expansion of the distribution system on a timely basis
- Continuously monitor the performance of the distribution system, develop and maintain strategies to improve the effectiveness and efficiency of the operation and make recommendations to enhance it – system losses, quality and reliability of supply, equipment efficiency, customer service delivery etc
- Ensure that effective planning is in place so that accurate budgeting and work plans can be developed
- Undertake the development of business case for capital projects
- Oversee the implementation of development projects associated with the distribution system
- Ensure the development and maintenance of strategies so that supply requirements are able to be met under emergency and generation shortage situations
- Ensure all extensions, improvements and new works are investigated for cost-effectiveness and that appropriate approvals have been obtained
- Ensure new connections are made in accordance with established procedures and are correctly charged
- Where extensions to the network are required, ensure they are designed in the most cost-effective manner and that the charge is in accordance with the capital contribution policy

Maintenance

- Ensure the development and maintenance of strategies for the preventative and periodic maintenance of the equipment and plant
- Ensure that forward planning is in place for all short term and long term planned maintenance work
- Ensure that adequate stores, spare parts, materials and consumables required for maintenance work are procured and managed on a timely and cost effective basis
- Ensure that the implementation of the maintenance plans for the system are carried out effectively, on a timely basis, and according to accepted standards and requirements
- Provide progress reporting on planned and unplanned maintenance

Operation

- Ensure that proper and accurate recording of maintenance and repair work on all equipment is undertaken at all times
- Ensure that technical reports of maintenance and repair work are prepared and submitted on a timely basis
- Ensure that the operation and scheduling of Network equipment and plant is undertaken as reliably and economically as possible.

- Ensure that all fault repairs, including the preparations of reports are effectively carried out
- Ensure that the causes of faults are identified and that appropriate action is taken to reduce or avoid the recurrence of similar faults
- Ensure appropriate records are kept for all equipment - substations, transformers, lines, poles, street lighting etc
- Ensure that adequate records are kept of operational and performance data for the entire network, including SAIDI and SAIFI, reconciliation of units produced and units sold, line losses, commentary on any outages and production hours lost, etc
- Ensure that customer meters are adequately tested, maintained at all times
- Ensure that meters are correctly installed, and their operation regularly monitored
- Ensure that information relating to meters installed, connected, recovered, tested and disconnected is properly recorded
- Ensure that customers' queries and requests are attended to and resolved efficiently and effectively
- Ensure that up-to-date drawings and records of the entire network system are maintained at all times
- Ensure that operational stores are maintained properly to ensure that all materials and equipment procured, received, used and disposed of are adequately reconciled

Management

- Engage with and positively contribute to the corporate business planning and decision making process as a member of the Executive Management Group (EMG)
- Prepare a ten year projected Network Asset Management plan
- Prepare the annual Network budget
- Prepare monthly, quarterly, and annual Network management reports as required
- Ensure that approved budget for the Network is effectively managed
- Manage operational expenditure and adopt measures to ensure that expenditure is necessary and justified
- Ensure work teams are organised so that all staff are effectively employed and work is completed efficiently and promptly.
- Ensure that procedures are in place for the correct operation of all plant, the restoration of all fault conditions on the system, and monitor these so that they are carried out correctly.
- Effectively manage Network staff in order to improve productivity
- Undertake staff performance appraisals on a timely basis
- Review and make recommendations for adjustments to staff remuneration on the basis of performance pay guidelines
- Ensure that training programs for staff are implemented and updated for the benefit of both staff and TAU
- Provide training for immediate subordinates for succession planning
- Ensure staff become multi-skilled to provide back-up support for key positions
- Ensure that appropriate supply industry safety standards are implemented and maintained
- Ensure that directions and instructions determined by the EMG are explained to staff and implemented
- Ensure that the CEO is advised or made aware of significant issues on a timely basis
- Other tasks as required by the CEO

8. Summary of Distribution System:

The Aponga Uira distribution system is comprised of 80km of UG 11kV Cable system, 200km of OH and UG 415V Cabling system, 15MVA of Transformer capacity and services approximately 4,000 customers.

9. Conditions:

A 2 year contract will be initially offered to the successful applicant.
An attractive package will be negotiated with the successful applicant.