



P.O. Box PS-35
 Palikir, Pohnpei, FM 96941
 Tel: (691) 320-2618/2642

Office of the Director **FSM Personnel Office** email: personnel@personnel.gov.fm

POHNPEI UTILITIES CORPORATION-CHIEF OF CORPORATE SERVICES

TERMS OF REFERENCE

Duration	24 months funded by ADB, then permanent thereafter within PUC; subject to annual performance reviews.		
Project	ADB Grant 0680-FSM: Renewable Energy Development Project-Supplemental Management Operations		
Expertise	Organizational Management, Energy, Development		
Source	National	Category	Independent
Budget	\$32,427 to \$51,064 per annum, negotiable depending on qualifications		

Objective/Purpose of the Assignment:

Assist the PUC GM in managing PUC's operations and manage Corporate Services staff and functions including; Human Resources, Procurement, Communications, Environmental, Health and Safety, Transportation, and Facility Management. The position is a permanent role within PUC and is initially funded under the Asian Development Bank Renewable Energy Development Project (REDP). The REDP Project Management Unit (PMU) sits within the FSM Department of Resources and Development Energy Division (DoRD) in Palikir, Pohnpei, and is headed by a National Coordinator, who reports to the Assistant Secretary of Energy. The CoCS will be based at PUC and will work directly with and report to the GM on identified actions and assignments to be undertaken. The CoCS role will also liaise and provide updates to the REDP NC.

- a) Assist the GM with management and operation of all PUC activities, and follow-up on all assignments made by the GM.
- b) Develop and update PUC's Business Plan and coordinate preparation of the performance to plan reports for GM's review and presentation to the Board of Directors.
- c) Oversee the development of departments' Action Plan, in support of the Business Plan, and monitor the departments' performance to their Action Plan (goals, KPI's and targets).
- d) Oversee the preparation of monthly report regarding PUC's Key Performance Indicators (KPI's) compared to targets.
- e) Provide leadership and direct Corporate Services activities to ensure that the division functions effectively and efficiently, and guide and monitor company's compliance with all legal, regulatory, environmental, and safety requirements.
- f) Ensure that Corporate Services employees understand their personal contribution to the organization objectives and the value that Corporate Services delivers.
- g) Develop and implement an annual action plan and a budget for Corporate Services, in line with the company's business plan and division action plan. Manage and control division's expenditures within the approval budget.
- h) Provide regular reports to the General Manager on the performance of Corporate Services against the plan.
- i) Participate in the recruitment of Corporate Services staff, identify the best candidates, inspire, motivate, and empower staff to function as a team.
- j) Develop and implement effective training and development programs for the employees in the department and provide for the objective evaluation of their performance on a timely basis.
- k) Assure that employees adhere to safety and security rules and regulations, and that they are effectively trained in routine and emergency procedures.
- l) Ensure proper maintenance of confidential documents and determine levels of access to confidential information.
- m) Serve as a link between management and employees by handling questions, interpreting and administering contracts being implement by Corporate Services and help resolve work-related problems.
- n) Identify, analyze, and determine the cause of personnel problems and develop recommendations for improvement.
- o) Represent PUC at personnel-related hearings and investigations.

- p) Assist with preparation and maintenance of a succession plan for all departments and assist the GM and all departments with implementation.
- q) Deal with performance and/or grievance issues in a legally compliant and professional manner.
- r) Review all staff salaries and make recommendations for payroll in consultation with company management.
- s) Ensure that a training needs analysis is conducted for each employee and a development plan is in place and implemented.
- t) Oversee the development and updates of Corporate Bylaws and administrative manuals to include policies and procedures related to; human resources, procurement, communications, environmental, and health and safety. Conduct workshops and training for department heads and their respective managers and supervisors to improve their knowledge regarding such policies and procedures.
- u) Assure that human resource functions are established and managed properly to effectively staff the organization, train and develop employees, establish compensation & benefit programs to attract and retain qualified employees, provide for the safety and welfare of employees, and enable and maintain a productive workforce compliant with laws and regulations.
- v) Assure that procurement functions are established and managed properly, consistent with PUC's procurement policy, to economically and effectively obtain needed services, supplies, materials, and equipment in a timely manner.
- w) Coordinate PUC's activities with Supplemental Management and Operations (SMO) advisory team and respond promptly to their enquiries and requests.
- x) Perform other related duties as assigned.

Required Qualifications, Skills and Experience

EDUCATION: Bachelor's degree from a four year college or university is required, master's degree is preferred.

EXPERIENCE: Ten years of professional work experience, including management/supervisory responsibilities, is required.

SKILLS:

- a) Demonstrated leadership and interpersonal skills. Ability to work in team environment, considering diversity and personality differences. Understanding of human behavior, differences in individual ability, personality, and interests.
- b) General knowledge of business management principles including human resources management, procurement, communication and media relationships, environmental and health/safety issues, transportation, and facility management.
- c) Ability to solve practical problems and deal with unexpected opportunities and changes.
- d) Flexible team player with proven ability to work successfully in a matrix reporting environment.
- e) Ability to motivate, develop, and direct people as they work, and identify the best people for the job.
- f) Excellent oral and written communication skills in English and the ability to prepare and present concise reports and make presentations.
- g) Demonstrated ability to lead or manage projects.
- h) Demonstrated ability to identify and resolve problems, including the ability to identify opportunities to improve systems and processes.
- i) Ability to interact with diverse people, manage complex situations and build consensus.
- j) Effectively manage own time and the time of subordinates.
- k) Proficient with MS Office package (Word, Excel, PowerPoint, and project).

To Apply: Send application/resume by mail, or e-mail to the following addresses:

Department of Resources & Development
P.O. Box PS-12
Palikir, Pohnpei FM 96941
Email: fsmrd@fsm.fm

Office of Personnel
P.O. Box PS-35
Palikir, Pohnpei FM 96941
Email: personnel@personnel.gov.fm