

Development of Regional Energy Markets (D-REM) project

Albania OSHEE Performance Improvements

JOB DESCRIPTION: Professional Assistant Revenue Management, Revenue Protection, Performance Management & Field Operations, Project Employee

Duration: until December 31, 2019

Location: Shkoder Region

Operational Area: Tirana, Shkoder and other districts if necessary under OSHEE operations

Outline:

The Professional Assistant Revenue Management, Revenue Protection, Performance Management & Field Operations will be responsible for working directly with the "Consultants of OSHEE (Electric Power Distribution Operator) on a professional level. The primary focus is on meter readings, meter inspections, billing, collection, disconnections, field operations, analysis, revenue protection and control in the field in order to facilitate the transition of OSHEE to a commercially oriented enterprise.

Qualifications:

- BS or BA Electric Engineering is preferable
- Working knowledge of utility field operations, Meter inspections, laws and regulations, customer satisfaction skills etc
- Ability of inspection at HT and LT meter points.
- 4+ years professional work experience preferred.
- Fluency in English and Albanian languages required.
- Experience using Microsoft Office programs including Word, Excel, Visio and PowerPoint
- Ability to work effectively in a local office environment with the OSHEE Consultants, other Advisors, and the rest of the local staff
- Ability to deal effectively with counterparts in OSHEE in both an office and field environment.
- Ability to work some time on the weekend and some time at night time.
- Ability to make analyses in Excel.
- Prior experience working in a fast paced environment and meeting deadlines
- Prior experience working on international projects (in particular on USAID) a plus
- Good attendance and a commitment to being on time
- Ability to complete assigned tasks independently, based on broad guidelines from the Tetra Tech Consultant.
- High level of ethics, honesty and professionalism.

Responsibilities

- Working as a team with the Tetra Tech Consultants, carry out the following primary duties:
- Interfacing with Tetra Tech personnel to obtain, assemble, and analyze information
- Working in the various regions, areas and business units on a daily basis to contribute in loss reduction and revenue management activities.
- Development of spreadsheets and PowerPoint presentations
- Providing oral translation on meetings if needed
- Providing notes of meetings attended
- Arranging meetings with Tetra Tech personnel and other stakeholders
- Attend and participate in meetings with Tetra Tech and with the Stakeholders.
- Alert and advise the Tetra Tech Consultant on sensitive Albania issues (Energy, ethnicity, national politics, religion, geo-politics, safety, security, etc.).
- Be available for traveling throughout Albania on short notice.
- Maintaining data bases and files of financial, operating, and technical information
- Perform other tasks as assigned by the Tetra Tech Team.

Applying candidates must deliver the following documentation;

- a) Curriculum vitae;
- b) Copy of university diploma and the lists of grades obtained;
- c) Copy of all pages of Labor booklet (Libreza e Punes);
- d) Copy of ID;
- e) Proof of Health Status; (vertetim i gjendjes shendetsore)
- f) Proof of Judicial Status, No Pendant Legal and Penal cases; (vertetim i gjendjes gjyqesore, vertetim nga gjykata dhe vertetim nga prokuroria)
- g) Letter from the current or latest employer attesting disciplinary actions during the last employment year;
- h) Other documents which proves education, trainings and qualifications;

Delivery of Application

Delivery of application and the required documentation above must be done at protocol office of Operatori i Shperndarjes se Energjise Elektrike at the address:

Bulevardi "Gjergj Fishta",
Ndërtesa Nr. 88, H. 1,
Njësia Administrative Nr. 7, 1023
Tiranë, Shqipëri
Kati i 6-të

Date of delivery of application: 25 January 2019

During the time frame: 16:00- 17:00

Note: Envelope must include;

Sent from: Name Surname of Candidate
Mailing address

Sent to: Consultants of OSHEE
Project- DREM
USAID/Tetra-Tech