



## **APPLICANT INFORMATION PACK**

### **Executive General Manager Generation**

## Overview

### The Role

To oversee the delivery of PNG Power's short to medium term Generation Maintenance Programme, by operating and coordinating planned (scheduled) and unplanned maintenance activities, in designated areas.

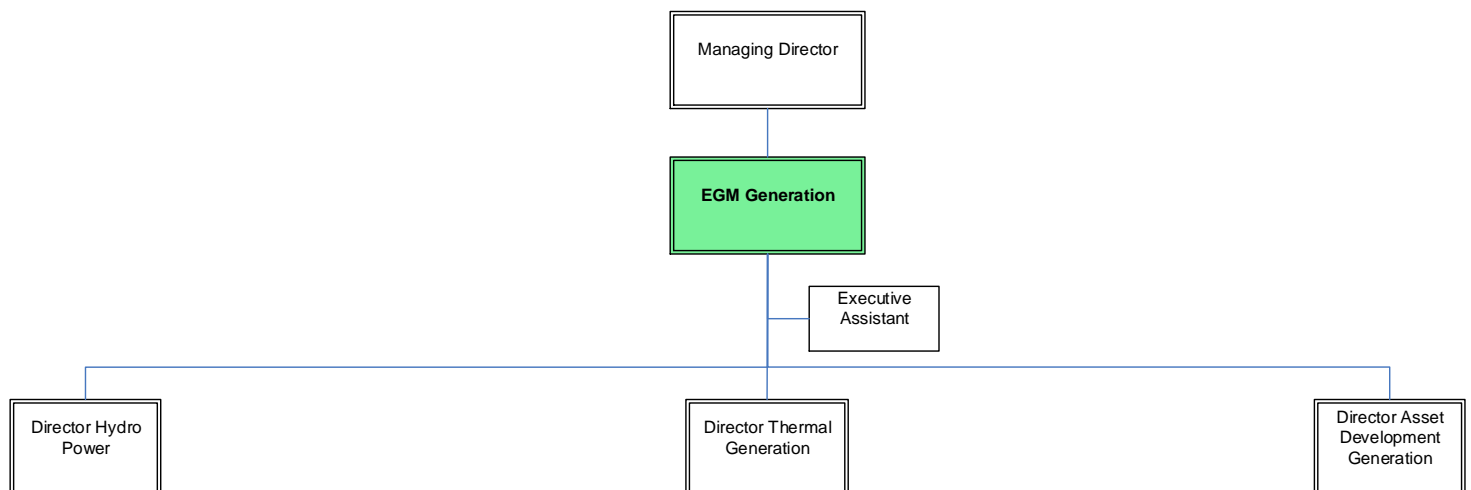
To oversee and manage generation operating and maintenance workforce and workflow, in designated areas, including establishing a safe and conducive work environment and addressing relevant issues.

EGM Generation will be responsible for managing, directing, coordinating and supporting organizational strategies, changes and tactics designed to maximize generation efforts associated with Hydro Generation, thermal, gas and renewable energy sources such as wind and solar energies.

The EGM Generation will ensure employee adoption of various business unit and corporate transformation initiatives and to ensure that the whole Generation Team is fully aligned with those initiatives.

### Reporting Relationships

This role reports to the Managing Director. The team structure is depicted below.



### Key Responsibilities and Accountabilities

The following table highlights this position's key responsibilities and accountabilities. It is not an exhaustive list however, and the position holder can expect to be engaged in other activities where they can add valued to PPL and for which they are competent.

<b>You are <u>responsible</u> for the following activities</b>	<b>You are <u>accountable</u> for how well the following deliverables are achieved.</b>
Leadership of the Generation Division	<ul style="list-style-type: none"> <li>• Monitor the allocation and direct the resources within the Generation Division to ensure the achievement of deliverables articulated within applicable Work Plans and identified projects, whilst maintaining a high level of service for business as usual activities.</li> <li>• Maintain effective communication with direct reports to ensure advice provided and decisions made are well informed.</li> <li>• Hold direct reports accountable to their responsibilities and results</li> </ul>
Strategic Management	<ul style="list-style-type: none"> <li>• Identify, develop and deliver strategies that support the sustainability of the organisation, to best position the organisation for future government funding opportunities.</li> <li>• Lead business transformation by the delivery of improvement projects that support the organisation to continuously and measurably improve processes, productivity, innovation and collaboration.</li> </ul>
Facilities Ownership	<ul style="list-style-type: none"> <li>• To manage ownership responsibility for all PPL's generation plant assets, within EGM Generation delegated jurisdiction, with associated responsibilities assigned and accepted</li> <li>• Management of and assisting in the development generation plant assets and facilities registers</li> <li>• Assigning and communicating generation plant and facilities to relevant staff, documenting these assignments and updating ownership changes</li> </ul>
Workforce Management	<ul style="list-style-type: none"> <li>• To ensure the manpower resources are available for effective delivery of EGM Generation designated generation activities</li> <li>• Developing generation staff KPI's</li> <li>• Enhancing staff capability – new skills acquired and developed</li> <li>• Succession planning, developing a positive work culture, a conducive work environment and remunerating staff appropriately</li> </ul>
Emergency Preparedness	<ul style="list-style-type: none"> <li>• To ensure the Generation Division has the capability resource and processes to effectively and efficiently manage emergency situations, minimising its impact and effect</li> </ul>

	<ul style="list-style-type: none"> <li>To manage the development and establishment of a Generation Emergency Management Plan/Programme for designated generation systems, including developing and establishing the associated policies and procedures, and auditing them periodically</li> </ul>
Operational Risk Management	<ul style="list-style-type: none"> <li>To manage generation operational risks by performing risk analysis and coordinating the implementation of mitigation activities and documentation</li> </ul>
Logistics	<ul style="list-style-type: none"> <li>To manage and oversee the provision of transportation, including temporary housing resources, to enable the execution of generation activities</li> <li>Managing access and availability of heavy vehicle, plant and facilities for generation activities, and coordinating fleet vehicle needs with the Transportation Division</li> </ul>
Health, Safety & Hazard Management	<ul style="list-style-type: none"> <li>To ensure PNG Power generation facilities are safe and healthy, meet regulatory standards, and hazards routinely identified and action plans implemented for removing or mitigating the risks involved</li> <li>Developing, establishing, communicating and auditing Generation health and safety hazard management plan, policies and procedures</li> </ul>
Inventory Management	<ul style="list-style-type: none"> <li>To maintain optimal levels of core asset inventory and equipment required to undertake generation activities</li> <li>Determining critical spares, replenishment levels and frequencies, budgeting for inventory &amp; communicating needs to Procurement Team</li> </ul>
Maintenance Scheduling	<ul style="list-style-type: none"> <li>To direct and manage short to medium term planned and unplanned generation maintenance activities and resources in an organised, efficient and cost effective manner</li> <li>To oversee and manage the generation of daily, weekly, monthly, periodic and one-off generation maintenance schedules</li> <li>Timely communications to key stakeholders (i.e. Maintenance Dispatch, Work Control managers, etc.)</li> <li>Overall accountability for the performance of the generation scheduling process, including regular evaluation and dealing with root causes of incomplete maintenance tasks</li> </ul>
Plant Operating	<ul style="list-style-type: none"> <li>To oversee and competently coordinate the operation of plant generation assets, and to ensure the safety of plant, staff, public and environment</li> </ul>

	<ul style="list-style-type: none"> <li>• To manage and coordinate the development of generation plant and facilities SOPs, and reviewing them periodically</li> <li>• To oversee that generation plant and stations are operated as described in SOPs and manuals</li> <li>• To ensure generation plant isolated and made safe for maintenance, and restored to service successful after maintenance</li> <li>• To ensure staff competencies are checked periodically, and necessary training is provided</li> </ul>
Work Control Systems Management	<ul style="list-style-type: none"> <li>• To provide an efficient, structured and controlled approach to the delivery of PPL's generation maintenance programme within jurisdiction</li> <li>• To manage and coordinate access to plant with Directors and operational staff such that plant is competently, safely and effectively operated and dispatched</li> <li>• To manage overall technical capability of generation efforts, including overseeing that plant warranties and staff certification requirements are complied with</li> </ul>
Maintenance Dispatch	<ul style="list-style-type: none"> <li>• To manage and ensure generation maintenance resources are available and efficiently dispatched for both planned and unplanned maintenance activities</li> <li>• To manage and ensure that generation maintenance activities are prioritised appropriately</li> <li>• Securing generation inventory, human resources, facilities and equipment on time</li> </ul>
Data Capture and Recording	<ul style="list-style-type: none"> <li>• To generate and maintain a comprehensive generation plant and equipment history data set for maintenance planning and analysis, performance engineering and for condition-based maintenance</li> </ul>
Maintenance Delivery	<ul style="list-style-type: none"> <li>• To manage and ensure organisation's generation plant is maintained safely and in accordance with the direction provided in the maintenance programme, maintenance schedules and job plans</li> <li>• To manage and ensure generation maintenance activities, tasks and resources assigned and communicated to relevant personnel in a timely manner</li> <li>• To ensure Contingencies are in place to respond to unplanned maintenance activities</li> </ul>
Maintenance Improvement	<ul style="list-style-type: none"> <li>• To improve the performance of the organisation's generation operating plant and equipment, and resource allocation</li> <li>• Coordinating and managing generation maintenance improvement efforts</li> </ul>

Service Contractor Delivery	<ul style="list-style-type: none"> <li>• To oversee and ensure that generation contractors deliver value to the organisation, and that the contractor and PNG Power satisfy their legal and commercial contractual obligations</li> <li>• Oversee and ensure the reviewing, monitoring and reporting of all generation contract services, and addressing or escalating relevant issues to management, including variation management</li> </ul>
Conditioning monitoring	<ul style="list-style-type: none"> <li>• To manage and assume overall responsibility for identifying and establishing the condition of PNG Power's generation assets and ascertain whether they are performing optimally, so that maintenance improvement activities can be planned and invoked</li> </ul>
Operating budget and Management	<ul style="list-style-type: none"> <li>• To coordinate and prepare a bottom up generation budget that optimizes the balance between available financial resources and prioritized maintenance activities</li> <li>• Reviewing and reporting on budgeting performance to management, periodically</li> <li>• Coordinating the adjusting of generation budgets and communications thereof</li> </ul>
Maintenance Project Delivery	<ul style="list-style-type: none"> <li>• To ensure all generation maintenance projects are conducted in accordance with company policies, procedures and standards, achieve their objectives safely, on time and within budget</li> <li>• Managing and coordinating variations, progress reporting and documentation</li> </ul>
Production Dispatch	<ul style="list-style-type: none"> <li>• To ensure generation production dispatch instructions are implemented and that PNG Power's energy products and services are delivered safely and to required standards</li> </ul>
Licensing and Compliance	<ul style="list-style-type: none"> <li>• To ensure that generation efforts comply with its consents to operate generation assets and that company policy and legislative requirements and the people working within it maintain the licenses and certificates necessary to safely, legally and competently carry out their duties – i.e. 'maintaining a license to operate'</li> <li>• Managing and overseeing Generation licensing and compliance documentation</li> </ul>
Security	<ul style="list-style-type: none"> <li>• To manage and regulate access to PPL's generation plant, equipment, systems and information ensuring that they are protected from theft, misuse and damage, and that staff and the public are kept safe while conducting O&amp;M activities</li> <li>• Contributing to the development of security policies</li> </ul>

	<p>and procedures</p> <ul style="list-style-type: none"> <li>• Management assured of O&amp;M security compliance</li> <li>• Security issues/events reported and resolved, and advice provided</li> </ul>
Dam Safety	<ul style="list-style-type: none"> <li>• To protect the dam, public, staff, environment and the organization's investment by minimising or eliminating any risks associated to building and owning a dam, and to provide assurance to Dam Safety Authorities and management of such activities</li> <li>• Managing and coordinating the development of a Dam Safety Management Plan (DSMP), including policies and procedures</li> <li>• Communicating with key stakeholders (i.e. Dam Safety Authorities, Land Owners, public, staff and management informed and aware of DSMP)</li> <li>• Ensuring that staff are trained and competent to manage the Dam, and that audits are conducted and incidents investigated</li> </ul>
Power Generation Strategic Planning	<ul style="list-style-type: none"> <li>• Develop Power Generation Strategies that is aligned with the PPL Corporate Plans and stipulate Activity Matrix that shows how the strategies will be achieved, by whom and when and continuously monitored, revised and report on</li> </ul>
Policy Deployment	<ul style="list-style-type: none"> <li>• Creation and improvement of Best Practice based Generation Planning, Hydro Power, Thermal, Gas Renewables &amp; Asset Development Guidelines and Policies are developed and continuously revised to ensure transparency, compliance, value for money and reduces fraud activities.</li> </ul>
Cost Saving Measures	<ul style="list-style-type: none"> <li>• Cost saving measures or opportunities identified and realized and implemented to ensure generation costs minimized</li> </ul>
Team Management	<ul style="list-style-type: none"> <li>• The EGM Generation function's resources are commensurate with the needs of the business and comply with both company and legislative requirements</li> <li>• Members of the generation team know and understand the strategic direction of PNG Power and their respective roles and responsibilities, including acceptable behaviours and standards of performance expected of them</li> </ul>
Relationship Management	<ul style="list-style-type: none"> <li>• Positive and constructive relationships are established and maintained with fellow members of the PNG Power Team</li> <li>• Members of the wider PNG Power Team and relevant</li> </ul>

	<p>functional Divisions are appropriately involved in and kept informed of generation team's activities and matters affecting their areas of responsibility</p> <ul style="list-style-type: none"> <li>• Strategic level relationships are established and maintained with the generation team's key stakeholders</li> </ul>
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## Selection Criteria

The below selection criteria will be used to evaluate applications for the role. It is essential you meet and address this criterion as part of your application if you are intending to apply.

1. A university qualification in Electrical or Mechanical Engineering and or post graduate qualifications in Business, Management or related field.
2. Tertiary Project Management qualification or equivalent experience
3. The incumbent must be registered with the Institute of Engineers of Papua New Guinea.
4. Significant experience in executive or senior management related role in the energy sector.
5. Understands, at a detailed level, the makeup of power production, generation, and transmission and distribution plants.
6. Strong technical or asset management skills, people management skills and be able to demonstrate success in organization transformation, have strong business acumen and be recognized as an inspirational leader.
7. You will need to be a person that is; Driven to create change with proven capabilities, Forward thinking, strategic and disciplined, Inspiring, caring and works well with others for superior results, Takes personal accountability and Customer centric.

## Remuneration

An attractive remuneration package is on offer, and salary will be commensurate with experience and qualifications.

## How to apply?

Please review the following *essential* requirements for application to this role.

## What to submit with your application?

A. Response to the Selection Criteria. Please provide details of your prior skills and experience in accordance with each of the Selection Criteria detailed below. Your response should be no more than a total of three pages, with 2-3 paragraphs for each Selection Criteria.

1. *A university qualification in Electrical or Mechanical Engineering and or post graduate qualifications in Business, Management or related field.*
2. *Tertiary Project Management qualification or equivalent experience*





3. *The incumbent must be registered with the Institute of Engineers of Papua New Guinea.*
4. *Significant experience in executive or senior management related role in the energy sector.*
5. *Understands, at a detailed level, the makeup of power production, generation, and transmission and distribution plants.*
6. *Strong technical or asset management skills, people management skills and be able to demonstrate success in organization transformation, have strong business acumen and be recognized as an inspirational leader.*
7. *You will need to be a person that is; Driven to create change with proven capabilities, Forward thinking, strategic and disciplined, Inspiring, caring and works well with others for superior results, Takes personal accountability and Customer centric.*

[NOTE: The above selection criteria **must** be specifically addressed in order to be considered for the position. Applications not addressing this selection criterion may not be considered for the role.]

B. Curriculum Vitae. Please provide a copy of your curriculum vitae, including details of your work experience and qualifications.

C. Referees. Please provide the names and contact details of three referees who can provide a reference on recent and past work experience. Details should include current phone numbers and email addresses.

### **When to submit?**

Applications must be received by **COB Tuesday 25<sup>th</sup> September, 2018**.  
Late applications may not be considered.

### **How to submit?**

The preferred method of submission is by email to **recruitment@pngpower.com.pg** clearly indicating the subject as **"LEAD-VAC"**

You may also submit your application through mail or hand delivered to the following addresses:

**Postal Address:** The Recruitment Officer  
PNG Power Ltd  
P O Box 1105, BOROKO, NCD

**Hand Delivered:** PNG Power Head Office, Cnr Wards Road, Hohola, NCD