



GEA
GUYANA ENERGY AGENCY

EMPLOYMENT OPPORTUNITY

The GEA is seeking to employ a highly motivated person to fill the position of **Head, Administration/Human Resources**.

Applicants must possess:

1. A Bachelor's Degree in Management or related Social Science field is required.
2. At least 5 years' experience in a similar capacity would be preferred.
3. Formal procurement qualifications and experience in government procurement process would be an asset.

Key competencies required:

- Familiarity with NIS procedures, Local Labour Laws, Policies and Procedures;
- Ability to multi-task;
- Strong leadership skills;
- Ability to troubleshoot and solve problems;
- Excellent oral and written communication skills;
- Meticulous; and
- Proficient in computer applications.

Complete Curriculum Vitae with cover letter can be submitted by August 13, 2020 to the GEA, 295 Quamina Street, South Cummingsburg, Georgetown or via email to gea@gea.gov.gy. Detailed job description can be downloaded from the GEA's Website at www.gea.gov.gy.