

## Job Description

<b>Job Title: MANAGER - Power Projects</b>	<b>Employer: Telikom Limited</b>
<b>Job Code: JD - MPP</b>	<b>Job Grade:</b>
<b>Department: Engineering Projects</b>	<b>Job Location: HQ/TL Rumana</b>
<b>Revision Date: 12/03/2024</b>	<b>Equal Employment Employer</b>

## Job Summary

As the Manager – Power Operations, you will be responsible for overseeing the maintenance and upgrade of critical power infrastructure across Telikom’s exchanges and repeater sites. This includes managing systems such as rectifiers, inverters, AC/DC converters, batteries, generators, and air conditioning units to ensure optimal performance and reliability.

You will lead daily Network Operations & Maintenance (O&M) activities in accordance with vendor specifications and established work instructions, ensuring all tasks are executed safely, efficiently, and to standard.

The role supervises two Team Leaders and a group of Senior Officers, providing strategic direction and operational oversight to ensure all power systems are consistently maintained to support the effective functioning of Telikom’s telecommunications equipment.

## Main Duties and Responsibilities

### 1. Customer (Internal & External)

- Responsible for planning, directing and managing the operations of the power operations team to ensure and enhance network reliability and availability and improve efficiency.
- Ensure that all electrical power routine O&M activities are scheduled and implemented accordingly to ensure network availability is maintained at all times (99%).
- Audit and keep all inventory lists related to O&M in the respective regions, liaise with regional operations Team Leaders or Network Managers for spare part movements and faulty units and repaired items.
- Ensure faulty spares are returned for repairs according to agreed timelines and conditions at cost or those that are under warranty.
- Ensure power operational issues are under control; fuel refilled, generator services done, and all power system components are maintained and operational. Some of these activities would involve managing 3<sup>rd</sup> parties in delivering the services to ensure high network availability and those must be managed at minimum cost.
- Ensure that all operational costs are captured including fuel consumption per generator, chopper hire costs, car hire cost etc are kept at minimum with emphasis on cost control. Liaise with senior power engineers on approval, recording and documentation of all O&M costs for the respective regions.

- Coordinate, manage and monitor the operational support of the power team and make appropriate recommendations to enhance teamwork.
- Delegate tasks and accountabilities. Establish work schedules. Supervise staff. Monitor and evaluate performance and make recommendations for appraisals where it is due.
- Ensure all operational staff are properly trained for new equipment, software that is introduced to the network.
- Proper succession plans must be in place for all staff.
- All operational staff must be equally delegated with tasks without wantok system or favouritism.
- Liaison with top management and assist in the development of strategic plans for operational activity. Implement and manage operational plans.
- All inputs for the Capex and Opex for the AOPs must be discussed and submitted for the following year as and when requested.
- Where help is required, consult colleagues in Power Planning or Power Projects.
- Ensure to encourage staff to be motivated and committed to work during weekends or after hours to carry out duties diligently.

## **2. Financial**

- Achieve efficient and effective timely implementation of maintenance projects within approved project funding.
- Maintain continuous control and monitoring of facilities financial commitments and payments to achieve savings.
- Achieve increase in revenue from properties by liaising with Properties Section whenever new developments take place and new markets opens.
- Track and manages facilities budget, costs and expenses, and ensure timely and accurate invoicing and monitors receivables for the project, and ensure completed projects are closed off financially on time to capitalize the project.

## **3. Process**

- Achieve the department/divisional and company objectives by developing best practices and implementing quality improvement processes.
- Identifying critical weaknesses in systems and processes and suggesting areas for improvement in internal processes along with possible solutions and pushes creative thinking beyond the boundaries of existing industry practices and internal client mind sets.
- Provide progressive reports as required by Head of Network for facilities project reporting
- Creates and executes work plans and timelines and revises as appropriate to meet changing scope, needs and requirements
- Manages day to day operational aspects of the facilities and scope
- Ensures documents and major digital assets are completed, current and stored appropriately. Resolves and / or escalates issues in a timely fashion, Manages both internal and external approvals. Monitors scope creep and re-scopes projects if necessary

## **4. People**

- Identifies skilled resources needed, and works with all stakeholders and departments to assign responsibilities for the project
- To motivate direct reports to outperform by setting examples in areas of personal character & commitment.
- To improve collaboration of teams by fostering communication & interaction within the team, internal customers and external customers
- Assist Head of Network to plan and organize career development and training of staff to ensure they advance in their careers to be competent oriented leaders for leadership positions.
- Provide leadership and clear direction in order to maintain efficient work practices, productive work out-put, and a high level of staff morale.
- To build strong leadership to foster positive customer & business relations internally & externally.

## Key Skills & Competencies

### 1. Key Skills

1. **Project Management & Execution** – Strong knowledge of project planning, scheduling, budgeting, and resource allocation.
2. **Technical Expertise in Power Systems** – Deep understanding of electrical power infrastructure, transmission, distribution, and generation.
3. **Engineering Design & Analysis** – Ability to review technical designs, conduct feasibility studies, and ensure compliance with industry standards.
4. **Risk Management** – Competency in identifying, **assessing**, and mitigating risks related to power project execution.
5. **Procurement & Contract Management** – Experience managing contracts, suppliers, and procurement **processes** for engineering materials and equipment.
6. **Regulatory Compliance & Standards** – In-depth knowledge of industry regulations, environmental standards, and safety protocols.
7. **Budgeting & Financial Management** – Ability to prepare cost estimates, monitor expenses, and ensure project financial efficiency.
8. **Stakeholder Engagement & Communication** – Excellent ability **to** coordinate with government agencies, contractors, investors, and technical teams.
9. **Team Leadership & Development** – Proven skills in leading cross-functional teams, mentoring engineers, and ensuring workforce efficiency.
10. **Problem-Solving & Decision-Making** – Strong analytical mindset to identify challenges and implement effective solutions.

### 2. Key Competencies

- **Strategic Planning** – Capability to set project goals, align them with business objectives, and develop long-term execution strategies.

- **Adaptability & Innovation** – Ability to navigate evolving technology trends and adopt innovative solutions in power engineering.
- **Negotiation & Conflict Resolution** – Skillful in resolving disputes with stakeholders and negotiating contracts effectively.
- **Technical Writing & Documentation** – Proficiency in creating reports, proposals, and engineering specifications.
- **Data Analysis & Interpretation** – Strong ability to analyze performance metrics, efficiency rates, and operational data.

## Reporting Relationships

As The Manager Power Projects you will reports to the Senior Manager Power Projects HQ Telikom Rumuna.

## Qualification/Experience/Attributes

- Bachelor Degree in Engineering, Computer Science and related from a recognized university.
- Member of relevant engineering professional bodies such as the Institution of Engineers of Papua New Guinea.
- Must have 8-10 years' experience in a similar field.
- Knowledgeable and experience in all telecommunication power systems
- Demonstrate experience in supervisory position
- Knowledgeable in Microsoft Office
- Possess excellent verbal & written communication skills.
- Knowledge to detect electrical faults and repair breakdowns.
- Ability to effectively use electrical repair and testing tools
- Must be willing to work as and when required.

**NOTE:** This job description is not intended to be all-inclusive. Employee may perform other related duties as negotiated to meet the ongoing needs of the organization