

On-The-Job Training

Training within the organization takes the form of classroom sessions, which is complemented by on-the-job training.

Career Development in JPS

Although specific qualifications are necessary to enable employees to perform effectively on the job, it is accepted that each individual's initiative and potential for development should be recognized. Hence, JPS encourages employees to continue their educational development. The company offers employees educational assistance in the form of: day release, financial assistance, membership to professional organizations relevant to their area of work, to name a few. In all cases the program of study must be approved by the Training Department.

Some Tips for Career Planning

Young people face the problem of choosing a career from a large and changing array of possibilities. A person may have to change his / her plans several times in order to adjust to new ways in business, industry, and government. But it is necessary to make at least a choice of a field of work in time to get whatever training is needed.

Having a large and growing array of jobs to choose from is both an advantage and a problem. There are no simple rules that will guarantee a successful choice, but some general principles can be laid down. The young person should learn as much as possible about the world of work. The next step is to make a realistic assessment of his or her abilities and interests and try to match them up with a field of work.

Everyone should get as much education as possible. Risks of unemployment are highest among workers who have not completed high school. Job security is greatest and earnings are highest among those who have completed University or College. It is important to get sound general education before starting to specialize.

Surveying Careers:

It is easier and more efficient to look at groupings of jobs, for example: Professional and Administrative Jobs, Semiprofessional and Technical Jobs, Skilled Jobs, Sales Jobs, Clerical Jobs, and Service Jobs. The factors to consider in evaluating a field are the kind of work, the training needed, the probable income, and the prospects for employment.

Nature of the Work:

The first thing to find out about a job is exactly what kind of work is done and where and when it is done. A common mistake is to pick a job because it has one very attractive feature or is described as glamorous.

Training Needed:

No realistic career plan can be made without a clear understanding of how many years of training are required to get started in the field. It is usual to find that high school graduates get preference for skilled, clerical, and sales jobs. In addition, apprenticeship or another form of on-the-job training is usually required for skilled trades. At the semiprofessional and technical level, the emerging pattern is to require two years of study beyond high school, often in a technical institute or a college. For professional careers, a bachelor's degree can be called the minimum entrance requirement. To become a full-fledged professional, one needs the ability, interest, and money to complete seven years of college and graduate study - as much as twelve or thirteen years for some specialties in medicine. Moreover, even men and women who have become established in their fields have to continue studying to keep up with the "knowledge explosion."

Income:

Money is not necessarily the first factor to consider in choosing a career. Many people who have been asked to give their reasons for liking their jobs rank satisfaction with the work done and security of employment above salary. Still, income is important to most. To judge how much income can be expected from a field, it is necessary to get current and specific details.

Prospects for Employment:

Before one starts a course of training that may take from two to several years, he or she will want to be reasonably sure that there will be a job open when the time comes to apply. There is a decreasing demand for unskilled workers and a growing need for skilled, technical, and professional workers.

Job Families:

In planning a career in a time of changing job patterns, it is important to keep in mind the concept of job families. If openings in one type of work decrease, it may be possible to move to a related job. The idea of job families has another value in career planning. Many professions have counterparts at the semiprofessional level. If someone cannot qualify for - or finance - professional education, he or she may not have to give up his or her interest in the chosen field. He/She may find a useful and well paid career as a technician.

Evaluating the Individual:

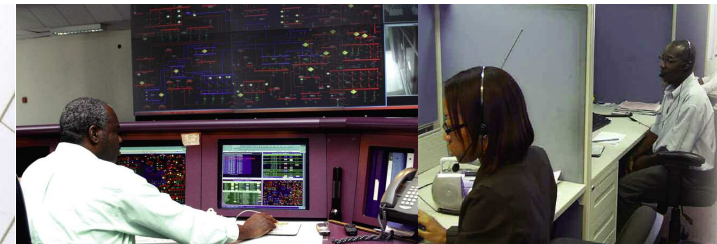
It is easier to analyze the requirements of the job than it is to assess the abilities and interests of an individual. Talent is an advantage, but ability does not guarantee success. Such factors as interest, drive, and good health are also involved. There are no simple ways to gauge abilities and interests, but there are some useful indicators. School grades - particularly a pattern over several years - often point to a promising area. Hobbies can be evidence of interest and skills. Experience in a part-time job is a practical test of how well a person will match a job. Test scores are more valuable for predicting achievement during training than for predicting success on the job.



Careers in JPS



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Who we are

Jamaica Public Service Company Limited (JPS)

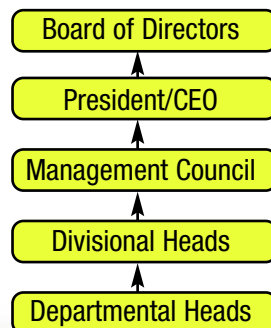
is an integrated electric utility company and the sole distributor of electricity in Jamaica. The Company is engaged in the generation, transmission and distribution of electricity, and also purchases power from a number of independent power producers (IPPs) and co-generators.

Marubeni Caribbean Holdings Inc., currently owns 80 percent of the issued ordinary share capital of the Company. The Government of Jamaica and a small group of individual shareholders own the remaining 20 percent.

JPS serves about 570,000 residential, commercial and industrial customers, through a workforce of close to 2,000 team members and a network of offices throughout the island. The Company owns and operates 28 generating plants, 54 substations, and approximately 14,000 kilometres of distribution and transmission lines.

The Office of Utilities Regulation (OUR) has regulatory authority over JPS' operations.

Company Structure



Prerequisites for employment

For each job there are specific criteria, which must be met by the applicant. University graduates are normally recruited to fill positions at the management level.

The basic qualifications for some entry-level positions are:

Position	Requirement
Clerical	Four CXC General Proficiency subjects inclusive of Mathematics & English Language
Meter Reader	Four CXC General Proficiency subjects inclusive of Mathematics, English Language and a technical science subject.
Technician Engineer/ Technical Assistant	College Diploma in Electrical Engineering or Telecommunications
Secretary	Four CXC General Proficiency subjects inclusive of Mathematics & English Language. A diploma in Secretarial Studies from a recognized institution.

GENERATION

This division is responsible for electricity generation. Entry-level positions, along with their requirements, include:

- **Power Station Maintenance Personnel** - City and Guilds/ULCI
- **Power Station Operators** - College Diploma in Engineering
- **Engineers** - University Degree in Engineering

At each level, there are in-house training programmes, which allow successful participants to move up within the division. Also, with additional qualifications, employees can move up within the division.

INFORMATION SYSTEMS

The Information Systems Department provides client support services to the rest of the company. Some of the positions in this department, and the qualifications needed, include:

- **Computer Technician** - College Diploma
- **Programmer** - Bsc. - Computer Science/Engineering
- **Programmer/Analyst** - Bsc. Computer Studies
- **Database Administrator** - Bsc. Computer Studies
- **Applications Administration** - Bsc. Computer Studies

HUMAN RESOURCES

- **Human Resource Assistant**
- Diploma in Business Administration or equivalent
- **Human Resource Officer**
- BSc. Management Studies, Human Resource Management or equivalent
- **Head of Department Industrial Relations**
- BSc. Human Resource Management
- **Head of Department Planning**
- BSc. Human Resource Management
- **Manager EAP & Health**
- BSc. Management Studies/Behavioral Science or equivalent qualifications

FINANCE

- **Accounting Clerk**
- AAT, Certificate in Business Administration
- **Accounting Assistants**
- Diploma in Business Administration or equivalent
- **Financial Analyst**
- ACCA, Bachelors in Business Administration or equivalent
- **Accountant**
- ACCA, Bachelors in Business Administration or equivalent

LEGAL

- **Legal Counsel**
- LLB, Certificate in Legal Education
- **Company Secretary**
- LLB, Certificate in Legal Education

CUSTOMER OPERATIONS:

Power Delivery

This division is responsible for the transmission and distribution of electricity and, consequently, is one of the more technical divisions within the organization. All entry-level positions presuppose some form of on-the-job training. Some of the entry-level jobs in this division and the educational requirements are

- **Journeyman/Lineman Trainee**
- three CXC subjects, inclusive of English Language, Mathematics and a relevant technical subject.
- **Technical Assistant**
- four CXC subjects, inclusive of English Language, Mathematics and a relevant technical subject.
- **Technician Engineer**
- University Degree in a relevant Engineering discipline.
- **Trainee Engineers positions** could evolve into the following engineering type positions
 - **Maintenance**
 - **Design**
 - **Construction**
 - **System Control**
 - **Architecture Technology**

CUSTOMER SERVICE

JPS has a number of customer service offices islandwide. This division employs over 400 employees. The following are some of the entry-level positions and the educational requirements:

Customer Service Representatives

- four CXC subjects, inclusive of English Language and Mathematics

Field Service Personnel e.g. Meter Readers

- four CXC subjects, inclusive of English Language and Mathematics, a technical subject and a General Driver's Licence.

Customer Service Management Positions

- Degree in Management Studies, Marketing, and Finance/Economics.

General Information

Probationary Period

New recruits for permanent positions are required to serve a probationary period of not less than three months and not more than six months.

Confirmation depends on satisfactory performance and a display of positive work attitudes and habits during the assessment period.

Promotion

JPS' policy is to fill vacancies internally, wherever possible, by promoting suitable qualified employees. The company reserves the right to fill any position when there are no suitable candidates internally. However, every effort is made to give each employee an equal opportunity for advancement in the organization.

