

Employment Opportunity

Reporting to the Chief Executive Officer, the **Strategic Plan Coordinator** is generally accountable for coordinating, monitoring, and supporting the effective implementation of Grenlec's 2026–2029 Strategic Plan. The position ensures alignment between corporate strategic objectives and departmental operational plans and provides timely, accurate reporting to senior management and the Board of Directors.

Key Responsibilities

1. Coordinates the implementation of the Company's 2026–2029 Strategic Plan across all departments.
2. Translates strategic objectives into actionable initiatives and supports their integration into operational plans.
3. Develops and maintains monitoring and evaluation frameworks, including KPIs and performance dashboards.
4. Tracks and analyses progress against strategic objectives and identifies risks, gaps, and opportunities.
5. Prepares quarterly and annual strategic performance reports for the Chief Executive Officer and Board of Directors.
6. Supports the periodic review and annual update of the Strategic Plan, including submissions to the Ministry of Finance.
7. Facilitates communication, workshops, and briefings to promote staff engagement and alignment with the strategic plan.
8. Acts as a liaison between departments to encourage collaboration and information sharing.
9. Ensures compliance with governance and reporting requirements related to strategic delivery.
10. Performs other related duties as assigned by the Chief Executive Officer from time to time.

Minimum Required Qualifications & Experience:

- Bachelor's degree in / Management / Public Policy / Economics or a related field.
- Master's degree in Strategic Planning / Project Management or similar is highly desirable.
- Three (3) to Five (5) years of experience in a similar role.
- Proven experience in change management.
- PMP or similar qualification from a recognized Project Management Certification Body.
- Experience in energy, utilities, or regulated industries is highly desirable.

Applications with Curriculum Vitae should be submitted by **Friday 13 February 2026** to:

People and Organization Development Manager
Grenada Electricity Services Ltd.

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GRENADA