

January 27, 2012



Notice re: Employment Opportunity

Position: Administrative Assistant,
Market Surveillance Administrator (MSA)

Location: Calgary, Alberta

Start Date: Q1/Q2 2012

About the MSA

The MSA is an independent agency with a broad mandate including surveillance, investigation and enforcement to help ensure the *fair, efficient and openly competitive* operation of the wholesale electricity market and the retail electricity and natural gas markets in Alberta. The MSA also plays a key role in helping to ensure compliance with applicable reliability standards. As part of its mandate the MSA may also establish guidelines relevant to the conduct of persons within its jurisdiction.

The powers and authority of the MSA are set out under the *Electric Utilities Act*, the *Alberta Utilities Commission Act* and related regulations. The work of the agency is done by small group of highly trained analysts, economists, legal and administrative staff. The MSA is led by an individual appointed by the Minister of Energy.

The Position

The successful candidate will work primarily in a supporting role within the compliance unit of the MSA. This unit reviews and assesses for possible enforcement action, suspected matters of non-compliance by electricity market participants and registered entities with respect to ISO rules and reliability standards effective in Alberta. Secondly, this position will provide backup support to the office manager for various office administration tasks.

Responsibilities

In supporting the MSA compliance function, the main responsibilities of this role include the following:

- Track the reporting of compliance matters received by the MSA
- Draft various written communications to market participants

- Proofread correspondence, reports, presentations, or other documents
- Confirm and enter applicable documents / information into internal document management system and prepare documents as required
- Posting of information/materials to the MSA website
- Liaise with market participants, outside agencies and industry stakeholders as required

Qualifications

- College Diploma or other relevant post-secondary program
- 2 – 4 years administrative experience is required, preferably in a legal or technical environment
- Demonstrated written and verbal communication skills
- Strong organizational skills with attention to accuracy and detail
- Ability to multitask and adapt to changing priorities
- Flexible and open to new challenges; comfortable with the adoption of new technology
- Demonstrated proficiency working with MS Office (Outlook, Word, Powerpoint)

Remuneration and Benefits

The MSA seeks to compensate its employees in a manner commensurate with their training and experience, and comparable to similar employers in Alberta.

In addition to their salary, MSA employees are eligible for a comprehensive medical/dental benefits package, as well as matching contributions to a registered retirement savings plan. Vacation, flex days and other entitlements are also included.

How to Apply

To be considered for this opportunity, interested persons should send a cover letter and resume via email by February 15, 2012 to the attention of Donna Ehrhardt, Office Manager, at donna.ehrhardt@albertamsa.ca.

The MSA thanks you in advance for your interest as only applicants selected for an interview will be contacted. We will in any event retain your resume for a period of time in the event that another position becomes available, unless you expressly request otherwise.