

EMPLOYMENT OPPORTUNITY:

ADMINISTRATIVE AND ENFORCEMENT COORDINATOR

March 6, 2024

ABOUT THE MARKET SURVEILLANCE ADMINISTRATOR

The Market Surveillance Administrator (MSA) is a public agency that protects and promotes the fair, efficient, and openly competitive operation of Alberta's electricity and retail natural gas markets. The MSA monitors the performance of Alberta's electricity and natural gas markets to ensure that market participants comply with all applicable electricity and natural gas legislation, the Alberta Reliability Standards, and the Independent System Operator's rules (ISO rules).

Work at the MSA is busy, the issues challenging, and the approach collaborative. Using the powers and authority set out in the *Alberta Utilities Commission Act* and related regulations, a small group of highly trained analysts, economists, and legal and administrative staff ensure the MSA's statutory mandate is carried out efficiently and effectively. The MSA offers a hybrid work model.

EMPLOYMENT OPPORTUNITY

The MSA seeking to recruit an Administrative and Enforcement Coordinator. The successful candidate will be tech-savvy, with strong attention to detail. They will support the MSA by (i) taking on a variety of Enforcement coordination functions and (ii) supporting the other MSA business units with select administrative tasks. The salary range for this position starts at \$60,200.

RESPONSIBILITIES

- Manage all aspects of communication and file management for Enforcement matters, including
 - opening new matters for each new enforcement issue
 - creating assessment documents with relevant information for analyst completion
 - proofreading and sending matter dispositions to market participants by email or file-sharing software
 - responding to administrative inquiries from Market Participants, including those related to payment of penalties

- tracking and following up on outstanding penalty payments, including providing participants with processing assistance
 - tracking and following up on outstanding Mitigation Plans related to Alberta Reliability Standards
- Support other MSA business units, including
 - coordinating internal/external stakeholder meetings
 - drafting and formatting documents
 - preparing meeting minutes
 - filing documents with the Alberta Utilities Commission
- Other administrative duties as assigned

QUALIFICATIONS AND EXPERIENCE

- Post secondary degree or diploma in business administration or legal studies, legal assistant diploma, or substantial relevant work experience.
- 3+ years working in a corporate or law firm environment.
- Exceptionally strong Word and SharePoint skills, with aptitude for learning new software.
- Experience and success working in a collaborative environment.
- Strong written and oral communication skills and exceptional organization skills. Attention to detail is essential.

APPLICATION PROCESS

If you are interested in this role and meet the required qualifications, please submit a cover letter and resume on or before Wednesday, March 20, 2024, quoting the position title in the subject line, to careers@albertamsa.ca. Your cover letter must indicate your aptitude for the work outlined above. Applications for this position may be used to fill similar positions should they become available.

We thank all applicants for their interest in the MSA; however, only those candidates selected for an interview will be contacted. Successful candidates will need to undergo background checks prior to the commencement of employment.

PRIVACY NOTICE

The personal information contained in cover letters and resumes is being collected for the purpose of determining your eligibility and qualifications for a position with the MSA. This information is collected in accordance with section 33(c) of the *Freedom of Information and Protection of Privacy Act*. If you have any questions about the collection or use of this information, please contact the MSA's FOIP Coordinator, Suite 600, 440 - Second Avenue SW Calgary, AB T2P 0L6 or by telephone at 403-705-3181.