



Job Title: DEPUTY CHIEF EXECUTIVE OFFICER

Job Summary

To assist the Chief Executive Officer in providing leadership and guidance by working in close collaboration to ensure that the vision, mission, goals and objectives of the Authority are realised. To manage departments assigned and to act for the Chief Executive Officer when required to do so.

Key Responsibilities

1. Deputise for the CEO when needed.
2. Work closely with the CEO in the formulation of policies and plans, in order to achieve the strategic objectives of the Authority.
3. Work closely and effectively with colleagues on the Senior Management Team to deliver the Authority's mission, vision and values.
4. Contribute to the development, execution and monitoring of strategic plans and objectives.
5. Ensure divisions/departments and resources are focused and aligned in the formulation of required regulatory and competition policies.
6. Direct the development of national telecommunications standards and procedures for enforcement of and compliance with licences and concessions by telecommunications networks and service providers.
7. Represent the Authority at telecommunications, broadcasting and ICT fora where senior representation is required.
8. Facilitate the exchange of ideas, knowledge and expertise among team members and between the Authority and stakeholder organizations as required.
9. Supervise the development of plans and documentation for the Authority.
10. Assist the CEO in determining the key deliverables on an annual basis.
11. Keep abreast and be conversant with all relevant legislation.
12. Participate actively in the leadership of the Authority at all relevant corporate initiatives.
13. Ensure a safe and harmonious work environment by treating with staff issues and resource requirements in a consistent and timely manner in accordance with the Authorities policies and procedures.
14. Contribute to setting performance objectives, monitor goal attainment and provide feedback on staff performance in accordance with the performance management system.
15. Perform other related duties as directed by the CEO, or as may be required, by job function.

Qualifications and Experience

- Recognized Master's and Bachelor's Degrees in Economics, Finance, Telecommunications, Law or Engineering or related field.
- Minimum of ten (10) years' experience at executive level within the telecommunications industry.
- Extensive knowledge of international practices and policies in the telecommunications regulatory sector, with knowledge of the operations of the International Telecommunications Union (ITU).
- Extensive experience in the telecommunications sector, particularly in the field of regulation.

Core Competencies

Professional Knowledge, Skills and Abilities

Knowledge of:

- ICT sector locally, regionally and internationally.
- International Telecommunications Authorities activities and recommendations, such as ITU-R, ITU-T, FCC, Industry Canada.
- Spectrum management and telecommunications regulatory principles, licensing methods and best practices.
- Computer applications for the management of national telecommunications resources.
- MS Office Suite inclusive of Project.
- Database Management Systems.
- Radio frequency engineering and telecommunications design techniques and best practice.
- Design and operation of radio communications systems.
- Operating and maintaining operational support systems.

Skills and Abilities:

- Strong research and analytical skills.
- Excellent communication - written and verbal.
- Operates as a team player, shares knowledge and contributes willingly to team efforts.
- Ability to work in a dynamic environment and under well-defined timelines.
- Ability to develop effective working relationships with all stakeholders.
- Displays initiative in keeping abreast of policy and technological changes in the telecommunications sector.
- Demonstrates self-motivation and ability to organize and implement assigned tasks with minimal supervision.
- Dynamic with strong interpersonal skills.
- Strong leadership, managerial and team development capabilities.