



CAREER OPPORTUNITY

The Telecommunications Authority of Trinidad and Tobago (the Authority) is inviting applications from dynamic, forward-thinking individuals for the following permanent position:

TECHNICAL OFFICER

Job Summary

To provide technical and administrative support to the Authority's Technology and Engineering Division, in the processing of licensing applications and equipment standardization and certification, monitoring radio frequencies based on scheduled audits as required and conducting technical inspections of operator facilities.

Key Duties and Responsibilities

1. Provide technical support to the licensing and equipment certification processes by reviewing technical specifications and conducting thorough reviews and assessments of applications and submissions.
2. Ensure equipment certifications comply with ITU, FCC, or WTO standards by researching and verifying product information and address any related technical queries from applicants, registrants or authorised personnel.
3. Perform quality checks on applications for equipment certification to ensure they meet standards and policies before approval.
4. Provide administrative support to licensing and equipment certification processes by maintaining accurate and updated databases and records and coordinating with relevant departments to complete documentation workflows in compliance with established records management procedures.
5. Liaise with internal and external stakeholders to address queries related to grant licenses and radiocommunication services and radio-transmitting equipment.
6. Monitor and analyse on a periodic basis the data captured by the spectrum management system of the Authority.
7. Conduct checks to verify radio frequency spectrum allocation, ensuring efficient use and preventing interference between different services.
8. Perform any documentation, demonstration and/or training activities as required.
9. Conduct technical inspections of operator facilities as required to verify adherence to technical specifications and regulatory requirements.
10. Maintain accurate inspection records and an effective and efficient filing system.
11. Provide technical assistance to engineers on on-site and field related activities.
12. Generate periodic reports summarizing spectrum usage, trends, and any notable incidents.
13. Participate in and perform technical field work and audits as required.
14. Utilize specialized tools to capture real-time data and monitor signal strength, bandwidth occupancy, and any anomalies.
15. Operate the company vehicle for work related purposes as required.
16. Keep abreast of policy and technological changes in the telecommunications and broadcasting sectors.
17. Comply with the HSE policy & procedures of the Authority and cooperate with workplace health and safety measures and initiatives.
18. Take reasonable care for own safety and the safety of others and report all accidents, injuries, near misses and hazards to Manager/Supervisor.
19. Perform other related duties as required by job function.

Qualifications and Experience:

1. Recognized associate degree or diploma in Computer Information Systems, Electronics or Telecommunications
2. Engineering Technology certificates or specialized training in telecommunications and broadcasting equipment
3. Minimum of five (5) CXC/CSEC O' Level passes including English and Mathematics
4. Minimum of five (5) years' experience in a telecommunications environment
5. Experience in a telecommunications regulatory environment will be an asset.

Core Competencies

Professional Knowledge, Skills and Abilities

Knowledge of:

1. The operations, specifications, features and functions of land mobile, microwave, telemetry, multiplexing, satellite and other radiocommunications equipment
2. Databases and computer applications

Skills, Abilities and Behaviours:

1. Proficiency with Microsoft Office applications (Excel, Word, PowerPoint, Access and Project)
2. Possession of a valid heavy motor vehicle permit.
3. Effective communication, both orally and in writing
4. Good organizational skills
5. Work within tight timeframes
6. Work effectively in a team environment
7. Attentive to details and results oriented

Applications

Applications should be submitted no later than **Friday 31st January 2025** to:

**Manager, Human Resources
Telecommunications Authority of Trinidad and Tobago
#5, Eighth Avenue Extension, off Twelfth Street, Barataria,
Republic of Trinidad and Tobago.**

or email: recruitment@tatt.org.tt

Late applications will not be accepted and unsuitable applications will not be acknowledged.