

**NATIONAL TELECOMMUNICATIONS REGULATORY COMMISSION
(Saint Lucia)**

VACANCY NOTICE

for the post of

Director/Secretary

The National Telecommunications Regulatory Commission (Commission) is seeking applications from interested persons for the position of Director/Secretary.

Core Functions As the Chief Executive Officer of the Commission, the Director/Secretary is expected to provide leadership and direction to the activities pursued by the Office of the Commission, as well as to ensure that the Commission is properly advised on matters presented before it.

Specific Duties include:

- The efficient conduct of its day-to-day operations, as well as the representation of the Commission as appropriate;
- Preparation of technical and policy documents on telecommunications development and de-regulation;
- Assisting in the formulation of policies and strategies for carrying out the responsibilities of the Commission under its enabling main and subsidiary legislation;
- Preparation and control of the Commission's Budget, and ensuring the timely and adequate recording, compilation and storage of the Commission's financial transactions and the periodic audit thereof;
- Ensuring the preparation and maintenance of such records of the Commission's proceedings as are required by legislation in force from time to time, including the first draft of the annual report;
- Ensuring adequate and effective liaison with such related national, regional, and international agencies as may be necessary;
- Making recommendations to the Commission for the acquisition of such external expertise as may be necessary for the accomplishment of the Commission's objectives.

Qualifications and Experience Candidates should normally possess:

1. A degree or professional qualification in a field relevant to telecommunications regulation;
2. Postgraduate training in Law, Engineering or Finance;
3. At least seven (7) years' experience in a leadership/management position, preferably in the telecommunications industry or regulatory field, of which the last three (3) at least should be at a level which involves participating in policy formulation;
4. Proficient use of the Microsoft Office Suite, especially MS Word, MS Excel, and MS Access. Familiarity with

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Microsoft Project would be an asset.

Compensation A competitive compensation package will be determined in accordance with qualifications and experience.
Emoluments will be subject to local income tax legislation.

An application should be accompanied by a Curriculum Vitae and the names of two (2) referees, sent to the following address:-

The Chairperson
National Telecommunications Regulatory Commission
P. O. Box GM 690
Castries
Saint Lucia (W.I.)

To reach no later than, **Friday July 16, 2010**