



# VACANCY NOTICE

## for the post of Chief Executive Officer

The National Telecommunications Regulatory Commission (The Commission) is seeking applications from interested persons for the position of Chief Executive Officer.

### **Core Functions**

The Chief Executive Officer of the Commission is expected to provide leadership and direction to the activities pursued by the Office of the Commission and ensure that the Commission is properly advised on matters presented before it, under the Telecommunications legislative framework.

### **Specific Duties include:**

The Chief Executive Officer will be under the direction and supervision of the Commission, to perform the following functions:

- The efficient conduct of its day-to-day affairs and management of staff of the Commission on such terms and conditions as the Commission determines and ensures compliance with the relevant legislation;
- Representation of the Commission both nationally and internationally, as appropriate;
- Carrying out the purpose of the Telecommunications legislative framework;
- Ensuring preparation of meetings of the Commission and attendance of those meetings in compliance with the relevant legislation;
- Ensuring the preparation of technical and policy documents on electronic communications/ 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;
- Planning, developing, and implementing public relations strategies on matters relating to the Commission;
- Managing inquiries from the public and the media relating to the Commission's functions;
- 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;
- Initiating and maintaining effective professional relations with key internal and external stakeholders including ECTEL, Service Providers, such related national, regional, and international agencies and stakeholders, 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
- Any other functions as provided for under the Telecommunications Act and Regulations of Saint Lucia, as amended or replaced with a new enactment.

**Qualifications and Experience** Candidates

should normally possess:

1. The applicant must be a holder of a first degree and post-graduate qualification or other relevant professional qualification in one or more of the following fields:  
finance and accounting; information and communications technology; electronic communications/telecommunications, economic; law; competition; project management; business administration; or regulatory experience and training.
2. At least seven (7) years of experience in a leadership/management position preferably in the electronic communications/telecommunications industry or regulatory field, of which the last five (5) years should be at a level that involves participating in policy formulation;
3. Excellent communication skills- written and oral;
4. Strong Interpersonal skills;
5. Ability to work within a team with cross-functional relationships; and
6. Proficient use of the Microsoft Office Suite, especially MS Word, MS Excel, and MS Access. Familiarity with Microsoft Project would be an asset.

**Compensation**

1. A competitive compensation package will be determined in accordance with qualifications and experience.
2. 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.)**

Applications may also be hand delivered at the following address: -

**NTRC  
Rajana Building  
Bois d'Orange  
Gros Islet  
Saint Lucia**

Or Email to: [ntrc@ntrcslu.lc](mailto:ntrc@ntrcslu.lc)  
To reach no later than, May 15, 2024

