

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



VACANCY NOTICE

for the post of

Universal Service Fund Administrator

The National Telecommunications Regulatory Commission (Commission) is seeking applications from interested persons for the position of Universal Service Fund Administrator.

Core Functions The Universal Service Fund Administrator 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 in relation to the Universal Service Fund.

Specific Duties include:

- The efficient conduct of its day-to-day operations of the office of the Commission as it relates to the Universal Service Fund;
- Preparation of administrative/procedural documents on the Universal Service Fund;
- Assisting in the formulation of policies and strategies for carrying out the responsibilities of the Commission as it relates to the Universal Service Fund under its enabling main and subsidiary legislation;
- To assist the Commission in identifying potential projects for Fund support;
- To define, prepare and distribute bidding documents and other documentation for projects approved for Fund financing and implementation;
- To supervise and monitor Fund projects;
- To participate in the selection of consultants to support Fund project implementation;
- To sensitize the public of Universal Service Fund matters;
- To supervise the preparation and monitoring of the Fund's Operation budget;
- To prepare progress reports on Fund Projects and overall Fund operations, and prepare or cause to be prepared the financial statements of the Fund for the approval of the Commission;
- To request and receive project proposals; and
- To prepare bid evaluation reports.

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

**Qualifications
and Experience**

Candidates should normally possess:

1. A degree from an accredited University, or a chartered or certified institute;
2. Knowledge and experience in one or more of the following: Management, Finance, Accounting, Telecommunications, Project Management or any other related field to ensure adequate performance of the requirements of the position;
3. At least five (5) years' experience in a leadership/management position;
4. Proficient use of the Microsoft Office Suite, especially MS Word, MS Excel, and MS Access. Familiarity with Microsoft Project would be an asset.
5. Certification in Project Management will be an asset.
6. Must be outgoing and be able to communicate effectively.

Compensation

A competitive compensation package will be offered based on qualification (s) and experience.
Emoluments will be subject to local income tax legislation.

Applications, along with detailed Curriculum Vitae and the names of two (2) referees, should be addressed:

The Director/Secretary
NTRC
P. O. Box GM 690
Castries
Email: ntrc_slu@candw.lc

Deadline for Submission of Application: September 13th , 2013

Only applications under consideration will be acknowledged