



## **EASTERN CARIBBEAN TELECOMMUNICATIONS AUTHORITY (ECTEL)**

### **VACANCY NOTICE**

#### **POST OF REGULATORY AFFAIRS OFFICER**

Applications are invited from suitably qualified and experienced persons for appointment to the post of **REGULATORY AFFAIRS OFFICER** with the Eastern Caribbean Telecommunications Authority (ECTEL) at its regional Headquarters' office located in Saint Lucia.

#### **DUTIES AND RESPONSIBILITIES**

Under the general direction and supervision of the General Counsel and Secretary to the ECTEL Board of Directors, the **REGULATORY AFFAIRS OFFICER** shall be expected to, among other things:

- Provide legal advice to ECTEL on various electronic communications matters, regulatory issues, and general legal matters;
- Provide support to the heads of the regulatory departments for preparation of legal and regulatory advice and recommendations to the NTRCs and Contracting States;
- Coordinate and support the regulatory regime with regulatory affairs matters, monitoring of regulatory deliverables and engaging the regulatory departments to ensure efficiency;
- Prepare quarterly and annual reports on all regulatory activities;
- Monitor regulatory activities and collect data to assist with the development of Key Performance Indicators;
- Provide legal support and advice to the NTRCs on electronic communications and regulatory matters and assist in conducting training for NTRCs;
- Ensure Regulatory Compliance by the NTRCs, providing advice and support to confirm the implementation of recommendations and receipt of relevant documents for ECTEL records;
- Monitor outgoing recommendations to the NTRCs on outstanding spectrum and engagement with the Accounts Department in relation to breaches;
- Monitor general compliance of the ECTEL legislative framework;
- Conduct legal evaluations of applications such as, but not limited to Licences, Frequency Authorisations, Interconnection Agreements;
- Assist in the development and preparation of licence templates and other documents relevant to licensing;
- Draft or review agreements, legal instruments and legislation;
- Perform administrative legal duties to include drafting correspondence on matters of a legal nature to external parties, such as Government Ministries/Departments; and
- Attend meetings, workshops, conferences as required.

## **QUALIFICATIONS AND EXPERIENCE**

The applicant should possess:

- Bachelor of Laws Degree (LL.B) preferably from a university in the English Commonwealth
- Certificate in Legal Education Certificate (LEC) or equivalent
- Admission to a Commonwealth Bar (preferably within the ECTEL Member States or CARICOM Member States)
- At least five (5) years' experience in a similar role
- Prior experience in a regulatory body/regulation
- Demonstrated research skills and knowledge of online legal resources
- Prior experience in Regulatory Policy Development would be an asset
- Prior experience in litigation and/or knowledge in alternative dispute resolution ('ADR') mechanisms would be an asset

## **REQUIRED COMPETENCIES**

- Strong legal skills (General)
- Demonstrated skill with statutory interpretation
- Strong planning and organisational skills, with the ability to manage time effectively and prioritise activities
- Excellent interpersonal skills and ability to collaborate with several stakeholders
- Excellent written communication skills to enable preparation of briefs, minutes, correspondence, opinions, documents
- Sound Legal Judgement and decision-making ability
- Strong Presentation Skills
- The ability to work in a diverse, multicultural environment
- The ability to work well with and integrate well within teams
- Proficiency in the use of Microsoft Office, and office systems and technology
- Knowledge or experience of legislative drafting (General) would be an asset
- Knowledge or training in the field of Electronic Communications/ Telecommunications Law and Regulation would be an asset
- Legal Knowledge and Skill in/ background in Regulation and Compliance would be an asset

## **TERMS OF APPOINTMENT**

The successful applicant will be offered a permanent position following the successful completion of the probation period.

## **COMPENSATION PACKAGE**

The compensation package is set at Grade 4, is free of income tax, and includes housing and vehicle allowances.

## **DUTY STATION**

The successful applicant will be based at the ECTEL's Headquarters located in Saint Lucia and will be entitled to a relocation grant and baggage allowances (including transfer of a vehicle) if recruited outside of the duty station.

## **APPLICATION PROCESS**

Please go to the website, [www.ectel.int](http://www.ectel.int) and click on "Resources" and "Vacancies" or follow the link below to apply:

<https://ectel.bamboohr.com/careers/13>

Applications should be accompanied by a curriculum vitae and the names and contact information of three (3) referees, along with certified copies of relevant certificates.

The closing date for receipt of applications is **15<sup>th</sup> March 2025 at 4:30PM.**