

POSITION DESCRIPTION

National Information & Communications Technology Authority (NICTA)

AM7013 - Director, Universal Access Secretariat

The **National Information & Communications Technology Authority (NICTA)** is an independent regulatory authority established through the NICTA Act 2009 (Act). NICTA is the primary regulator of the Information Communication and Technology (ICT) industry in Papua New Guinea (PNG) with specific focus on telecommunications, radiocommunications, and broadcasting.

NICTA is inviting **exceptional candidates** to apply for this management role: This position is based in Port Moresby.

Director – Universal Access Secretariat

This position reports to the Chief Executive Officer and is responsible to direct, manage, coordinate and lead the Universal Access Secretariat so that NICTA's statutory objectives of promoting access to information and communications services are reasonably accessible to all citizens on an equitable basis where they reside with a focus on unserved and under-served areas, through ICT projects and managing the UAS Service Fund.

Key Responsibilities:

- Manage and coordinate the work of the UAS Secretariat including coordination with the UAS Board, and NICTA Board;
- Consult and communicate with sectorial Ministries, Departments, and Agencies, and cross-sectorial agencies such as the National Broadband Committee; including sub-national groups such as local government officials; to determine priority needs and goals for Fund assistance
- Develop and recommend general policies and procedures to achieve the goals of the UAS and the overall strategic government visions and strategies
- Provide advice, guidance and recommendations to the UAS and NICTA Boards:
 - Policy directions pertaining to the management of the UAS Fund and UAS Programs
 - Post-implementation reviews by NICTA and the UAS Board every three years of the scope of universal access and service objectives
 - Selection and award of UAS Projects
 - Development of the annual operating plans of the Fund, based on public consultation, development of appropriate socio-economic criteria to identify the geographic areas, population groups, institutions and organizations that may be eligible to benefit from UAS Project financing. Identification of appropriate projects and targets for moving toward universal access and service for designated types of communications services nationwide within a reasonable time frame
 - Evaluation and definition of the scope and terms of potential UAS Projects
- Develop proposals for the annual Secretariat Operating Plan and 5-Year Strategic
- Under the guidance of the UAS / NICTA Board(s), oversee the development and implementation of the following:
 - Establishment of administrative mechanisms, systems and structures for proper management of the UAS Fund
 - Specific indicators of communications access
 - Competitive selection processes to be applied to determine UAS Project awards
 - Appropriate socio-economic criteria for identifying the geographical
- Provide periodical reports to ensure that the UAS Board, NICTA Board and Management are kept abreast of progressive developments
- Oversee all aspects of Secretariat management and operations, supported by the Fund and Finance Manager and in consultation with the UAS and NICTA Boards while coordinating with NICTA staff and management as broadly as possible
- Organize regular staff meetings to exchange views and experiences and maintain a collegial atmosphere within the Secretariat
- Ensure satisfactory performance within the Secretariat by monitoring and appraising subordinates.

Expected Competencies:

- Bachelor's degree in Telecommunications Engineering or similar field is essential with Master's degree preferred
- Minimum of 10 years' experience with at least 5 years in project management and or experience in a senior management level in telecommunications operations or regulation
- Sound knowledge of ICT policy and regulation is highly desirable
- Familiar with Part 5 of the National Information and Communications Technology Act 2009 and the UAS Procedures and UAS Regulations
- Familiar with general financial and project management principles
- Demonstrate initiative; understands the necessity of forward planning and proactively suggests ideas for improvements around working practices
- Actively foster a good working relationship and environment with stakeholders and staff alike
- Demonstrate strong focus on achieving results and exceeding others' expectations.

This position is open to PNG citizens only.

APPLY NOW

Please visit our website: <https://vanguard.com.pg/vacancies/>

Complete the application form and follow the website instructions to forward to us including a detailed CV and three current referees.

Alternatively, please call us on (+675) 7500 7500 or email recruitment@vanguard.com.pg

Applications close COB Friday 24th March 2023

Only shortlisted applicants will be contacted

To apply for this position:

- Download and complete the Application Form from <http://www.vanguard.com.pg>.
- Email the application to recruitment@vanguard.com.pg together with a copy of your CV in MS Word format.

Note: Do not include copies of any other documents. You will be asked to provide the originals of certificates etc if you are selected for Interview