

POSITION DESCRIPTION

National Information & Communications Technology Authority (NICTA)

AM7016 - Manager, International Affairs

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.

Manager – International Affairs

This position reports to the Director – Economics, Consumer & International Affairs and is responsible to ensure NICTA/PNG's sound relations with international telecommunications organizations and governments, administer PNG's international telecommunications policies and obligations, initiate and direct the development of international telecommunication policies and regulations, and initiate and implement technical assistance programs to foster telecommunication development.

Key Responsibilities:

- Serves as the single focal point within NICTA for cooperation and consultation on international ICT matters with government departments, international agencies, and appropriate regulatory bodies and foreign governments
- Develops and maintains close relations with the various international/regional bodies, institutions, banks, foreign governments and international donors with a view to securing financial and other resources for the development of PNG ICT industry
- Ensure timely attendance to all correspondence with all international agencies, bodies and organizations of ICT or related, in line with international obligations and maintaining reliability and confidence in the international community
- Develops, recommends, negotiates and administers policies, rules, contracts and procedures for authorization or facilitation of international telecommunication including use of PNG orbital/satellite frequency resources
- Oversee economic, legal, technical, statistical and other appropriate studies, surveys and analysis in support of development of international ICT policies and programs
- Provide advice and technical assistance to PNG Trade officials and Foreign Affairs officials (Department of Trade & industry and Department of Foreign Affairs) in the negotiations and implementation of ICT trade and corporation agreements
- Represent PNG/NICTA at regional/international conferences and meetings of ICT, and direct and coordinate PNG preparation for such conferences and meetings. These include preparation of delegation briefs and proposals, and organize and conduct in-country preparatory meetings and subsequent debriefings
- Monitor compliance with international treaties and take action to ensure compliance particularly with ITU treaties and other applicable international and bilateral agreements of ICT
- Ensuring and managing formulation, approval and implementation of annual NICTA International Events Calendar to ensure NICTA/PNG active participation at international events of ICT
- Oversee the development of technical assistance programs and preparation of project requests and proposals and monitor the implementation of such projects
- Manage and administer the Section including supervision of staff, performance evaluation, recruitment, allocation of responsibilities, preparation and implementation of Branch budget, and undertake staff training and development
- Act as DECIA, assuming roles, responsibilities and powers of this position when required to
- Perform other duties as required including formulating Management and Board Submissions, reports, etc.

Expected Competencies:

- Bachelor's or Post Graduate Degree in Telecommunications, Science, Law, Economics, Business or Public Administration with evidence of specialization in telecommunications
- Over 15 years of progressively responsible experience in telecommunications organizations or operating agency
- Experience in an international environment in either the public or private sector and a thorough knowledge of telecommunications in the international context of strategic policy, planning, international business and operational analysis
- Proven managerial experience and ability to provide effective leadership. Extensive managerial experience required
- Thorough knowledge of the telecommunications industry and development. International treaties and procedures
- Experience in project management or administrative experience of telecommunications development and assistance activities including analysis of international telecommunications regulations and policies.

The minimum Experience & Qualifications required for each of these positions are clearly stated in the full position description available for each position.

We encourage applicants to request a full PD from our office to review before applying.

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