



Vacancy

Applications are invited from suitably qualified persons for the following post:

Universal Service Fund (USF) Administrator

The main goal of the Universal Service Fund (USF) is to support the provision of Universal Service in telecommunications throughout St. Vincent and the Grenadines. According to the Telecommunications Act, Universal Service includes the provision of:

(a) public voice telephony; (b) internet access; (c) telecommunications services to schools, hospitals and similar institutions, and the disabled and physically challenged; or (d) other service by which people access efficient, affordable and modern telecommunications.

The post holder responsibilities will include but are not limited to the following:

1. Identify new project ideas for the USF
2. Manage seven existing USF Projects
3. Measure project performance to identify areas for improvement.
4. Conduct monthly field work to ensure projects are meeting stakeholder expectations.
5. Define and prepare Fund Project Bidding Documents for new and retendered projects.
6. Prepare bid evaluation reports.
7. Prepare the USF annual budget.
8. Prepare status reports as per deadlines.
9. Prepare the USF Annual Report.
10. Prepare the USF Operating Plan.
11. Present status reports of USF Projects at monthly Commissioners' meetings.
12. Negotiate project contracts with successful bidders.
13. Do all things necessary and incidental to the proper functioning of the Fund.
14. Assist with promoting the USF project performance indicators.

QUALIFICATIONS

1. A first degree.
2. A master's degree in Project Management, Business Management, Engineering, or equivalent from a recognized educational institution.
3. In the absence of a master's degree, another post graduate qualification and/or 3 years experience in one of the above fields will be considered.

EXPERIENCE

1. At least three years' experience in a middle management position.
2. Proven track record of facilitating, negotiating and supervising contracts between the public and the private sector.
3. Experience/knowledge with enterprise level Wi Fi networks would be an asset.

SKILLS & ABILITIES:

The post holder must demonstrate:





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- Highly developed skills (both written and oral) in the presentation of arguments and ideas.
- Strong business ethics, integrity, and composure at all times and in all situations with all stakeholders.
- A professional and positive image and attitude regarding the NTRC and its work.
- Confidence in public speaking, including interacting with the media, special interest groups, the general public and high-level Government stakeholders.
- Ability to multi-task and manage various project elements simultaneously.
- Big-picture thinking and outside the box solutions.
- The ability to multi- task and interpret complex data, while maintaining a sense of urgency in achieving outputs and deliverables.

Interested persons should submit a letter of application, curriculum vitae and two professional character references on or before **Friday January 8, 2021** to:

Director
National Telecommunications Regulatory Commission (NTRC)
P.O. Box 2368
Kingstown
St. Vincent and the Grenadines
Email: ntrc@ntrc.vc

Only applicants who meet the above requirements will be considered for an interview.



P.O. Box 2368, 2nd Floor NIS Building, Upper Bay St., Kingstown, St. Vincent and the Grenadines
Tel: (784) 457-2279 | Fax: (784) 457-2834 | Email: ntrc@ntrc.vc | www.ntrc.vc



NTRC SVG



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