

CLOSING DATE:  
01 November 2023  
at 17H00

(Only short-listed candidates  
will be contacted)

# VACANCY



**CRAN**  
Communications Regulatory Authority of Namibia

## MANAGER: LICENSING STANDARDS & REGULATORY COMPLIANCE (D4)

### Primary purpose of the position:

Reporting to the Executive: Regulatory & Corporate Legal Services, the Manager: Licensing Standards & Regulatory Compliance serves to develop, implement and maintain a Licensing Framework for the licensing of all communications industry systems, including telecommunications, postal, courier and broadcasting. The position further ensures that the licensees provide telecommunications services to third parties in accordance with the license terms and conditions.

### Key Performance Areas:

#### Licensing Application Processing

- Implements and maintains the Licensing Framework for the licensing of all communications industry systems;
- Ensures timely processing of accepted applications, including the possibility of publication in the *Government Gazette* in accordance with the law;
- Ensures that applicants for Telecommunications licences take up the licence and put into operations within the prescribed timeline from the date of issuance;
- Creates awareness and ensure that Licensees understand the limits of the respective licence;
- Advices and recommends on the award of licences at the Licensing Committee Meeting;
- Monitors the activities of licensees to enforce compliance with the licence terms and conditions;
- Represents Namibia at national and international organisations relating to Licensing Standards and Regulatory Compliance and as directed;
- Implements and maintains the accreditation framework for security services or products in terms of the Electronic Transactions Act;
- Takes sound and timely managerial decisions that are consistent with the mandate, strategy, vision and mission; and
- Ensures that a 'Consumer Focused' approach is implemented in own area.

#### Regulatory and Compliance Framework

- Provides regulatory input, advice and recommendations on the implementation of regulatory interventions and requirements as set out in the Communications Act;
- Drafts legal opinions related to the administration of the Communication Act to ensure compliance with the provisions of the Act;
- Assess the regulatory environment and provide inputs to the regulations in line with CRAN's mandate;
- Keeps accurate record of licence terms and conditions and ensure effective and efficient implementation of these conditions;
- Implements the required and agreed regulatory compliance measure in the amendment and termination of licences;
- Participates and coordinate the timely execution of the Compliance Audits;
- Identifies and recommends the approval of the conditions for revocation, suspension, termination and renewal of licences as well as the issuing process;
- Defines and communicates the licensing regulations and the broader scope for each type of licence;
- Drafts and recommends the development and improvement of relevant national licensing policies, standards and regulations;
- Implements the correct handling procedures for licensing of shareholding changes during Mergers and Acquisitions; and
- Manages and coordinates the compliance activities and provide legal and compliance guidance and advise on tariff submissions.

#### Equipment Approval

- Educates entities who wish to use communication equipment must seek for type approval and acceptance of this equipment;
- Implements processes and systems to ensure that only duly licensed entities are allowed to use communication equipment;
- Develops and implements a checklist to ensure that all required information is submitted for the type approval application including proof of fee payment;
- Ensures access and use of laboratory and manufacturer's test reports and technical documentation to facilitate the type approval of submitted equipment; and
- Ensures that applicants who comply with the mandatory standards are issued the relevant Type Approval to use the equipment.

#### Assignment and Licensing of Frequencies

- Implements the licensing frequency guidelines and assign radio frequency spectrum based on relevant licensing regulations;
- Identifies and implements the licensing instruments for granting, amending, renewing, suspending and revoking licenses, radio spectrum licenses and authorisations;
- Determines the terms and conditions necessary for the issuance of licences and monitors the compliance of the licensees with the terms of the licences issued to them;
- Implements the licensing of numbering resources in terms of the relevant regulations;
- Determines the terms and conditions necessary for the issuance of numbering resources and monitors compliance;
- Ensures adherence to the National Numbering Plan; and
- Proposes numbering ranges for new numbering licences and ensures that sufficient numbering resources are made available in accordance with the National Numbering Plan.

#### Education, Experience and Skills Requirements

- LL.M degree or equivalent;
- Five (5) to Six (6) years' experience as a legal advisor in a corporate or regulatory environment;
- Three (3) to Four (4) years' Supervisory experience;
- Admitted as a Legal Practitioner of the High Court;
- Management Development qualification or equivalent;
- Knowledge of current and envisaged laws and regulations;
- Stakeholder engagement and liaison skills;
- Valid code BE Driver's Licence;
- Excellent analytical and strategic thinking skills; and
- Shortlisted candidates will be required to submit proof of Namibian Police clearance.

**CRAN IS AN EQUAL OPPORTUNITY EMPLOYER. WOMEN AND PERSONS WITH DISABILITIES ARE ENCOURAGED TO APPLY.**

To view position specifications, please register on Direct Hire and apply online at:

<https://cran.mcidirecthire.com/External/CurrentOpportunities>

#### REMUNERATION PACKAGE:

CRAN offers a competitive market-related cost to company remuneration package commensurate to relevant experience and qualifications.