

CLOSING DATE:
12 June 2024
at 17H00

(Only short-listed candidates
will be contacted)

VACANCY



CRAN
Communications Regulatory Authority of Namibia

EXECUTIVE: REGULATORY & CORPORATE LEGAL SERVICES (E3)

Primary purpose of the position:

Reporting to the Chief Executive Officer, the Executive: Regulatory and Corporate Legal Services is responsible for the strategic contribution to the development of the Strategic Plan and related Annual Plans with a special focus on Regulatory and Corporate Legal Services goals and objectives that are aligned to the CRAN Mandate. Guide and strategically direct, lead the performance of the corporate advice and legislative drafting, licensing of all systems and services in the communications industry, which functions are executed in line with the Communications Act and relevant statutes and regulations. The incumbent is further set standards and ensure regulatory compliance, Dispute resolution, enforcement, type approval and sector reform and to ensure the achievement of Strategic Objectives and the positive positioning of the Authority in the ICT sector, on a five (5) year fixed term contract.

Key Performance Areas:

Legislative Drafting

- Ensures the establishment of a responsive regulatory and legal frameworks for the ICT industry;
- Reviews Guidelines and Regulations pertaining to CRAN's statutory powers;
- Facilitates the adoption of good governance tools for the telecommunication sector;
- Formulates and establishes quality service standards that are required to enforce the provisions of affordable and accessible ICT services;
- Initiates the drafting and issuance of appropriate regulations to organise and develop the telecommunications industry;
- Ensures the development of Spectrum, Numbering and Type Approval Regulations for radio and telecommunications industry;
- Ensures the development and publication of ICT authorisations, permits and licences issued;
- Assesses and provide feedback online department recommendations on regulations and standards; and
- Ensures that all regulations are officially gazetted.

Corporate Legal Advice

- Ensures that all Corporate Legal matters are attended to in a timely manner;
- Provides strategic legal advice and assistance;
- Serves as the Custodian of CRAN's Legal Documents and Seal of the Authority;
- Provides leadership in the management and coordination of CRAN's litigation and other legal proceedings;
- Ensures that litigation files are well prepared and that timely instructions to external legal counsel are done;
- Ensures the safe keeping of records and documents of all litigation proceedings;
- Identifies legal research requirements and commission such research to be conducted;
- Researches specific complex and otherwise confidential issues as requested;
- Participates in negotiations that requires legal expertise; and
- Ensures that the Authority is well represented in arbitration and conciliation matters.

Licensing and Compliance

- Reviews and ensures the accuracy of the conditions under which each licence will be delivered;
- Ensures the correct processing of licence applications and renewals of expired licences;
- Establishes and communicates the licence application process guidelines and licence validity period for licences;
- Oversees and provides guidance in the amendment and termination of licences;
- Provides Legal and Compliance guidance and advise on tariff submissions;
- Ensures that Compliance Audits are conducted in a timely manner;
- Determines and ensure the approval of the conditions for revocation, suspension, termination, and renewal of licences as well as the issuing process;
- Ensures that licensing regulations and the broader scope for each type of licence is defined and communicated;
- Ensures the development and implementation of national licensing policies in the ICT sector;
- Ensures the correct handling of licensing of shareholding changes during Mergers and Acquisitions;
- Ensures the establishment and implementation of adequate Regulations for the licensing and authentication of e-signatures and the removal of existing barriers; and
- Ensures the monitoring and reporting of compliance to licence conditions and roll-out obligations.

Enforcement & Type Approval

- Ensures the adequate management and coordination of licensing procedures, regulatory enforcement, and authorisation;
- Ensures the adequate management of the imposed communications related offences and penalties, fees, charges, rates, or fines;
- Ensures the effective and efficient administration and implementation of enforcement processes and procedures;
- Ensures the accurate preparation of escalated legal dispute and complaint documents to facilitate the Prosecution of regulatory offences;
- Ensures that mechanisms are in place to protect the rights of both stakeholders and consumers in the telecommunications, postal and broadcasting sectors;
- Ensures the investigation, enforcement, and compliance of licence conditions by service providers for all types of services;
- Ensures the authorisation and Type Approval of telecommunications equipment, including the verification of such equipment's conformity to and compatibility with the applicable technical standards and other regulations;
- Ensures the type approving and accepting of all telecommunications equipment intended for use in the public telecommunications networks in the country including type approving or accepting radio communication equipment;
- Ensures that all communications equipment intended to send, process, or receive information within the public telecommunications network are defined and is subject to type approval by the Authority; and
- Ensures the seizing and disposal of non-type approved telecommunications equipment that does not comply with the applicable technical standards.

Departmental Leadership & Resource Management

- Provides leadership and direction to the department and ensure the continued development of professional competencies;
- Performs and oversees the employee management functions (e.g. recruitment, industrial relations, etc.) to maintain an adequate staffing level and ensure harmonious employee relations within the department;
- Leads and continually coach employees to ensure the retention of management team members;
- Directs and monitors the correct implementation of the performance management process to enhance productivity and timeous achievement of objectives;
- Provides specialist input into the development of CRAN's Strategic Plan in alignment with the organisation's mandate, regulations, and stakeholder needs;
- Guides and oversees the development of the Department's Annual Plan ensuring that all functions are in alignment with the Strategic Plan;
- Leads the annual budgeting, monitoring, and control processes of the department (CAPEX and OPEX);
- Maintains prudent financial management controls within the department;
- Develops and ensures the implementation of continuous improvement programmes (e.g. structure reviews, recruitment priorities, operational system reviews) to increase efficiencies throughout the department;
- Identifies training and development needs of team members and recommend suitable learning and development interventions;
- Participates in a wide variety of meetings (e.g. board and committee meetings, training, budget review sessions); and
- Directs and monitors administrative operations to ensure that all statistics and reports are compiled and updated on a quarterly basis.

Departmental Risk & Compliance Management

- Monitors department operations on a regular basis to ensure that all relevant laws, regulations, and policy frameworks are applied and adhered to;
- Implements appropriate policy frameworks to ensure the compliance with applicable regulations;
- Develops and recommends all department management policies in consultation with the relevant management teams;
- Interprets CRAN's policy framework and recommend relevant policy improvements;
- Develops and ensures the implementation of continuous improvement programmes to increase efficiencies throughout the department;
- Ensures that the departmental audits are carried out timely and that relevant information is provided;
- Identifies and evaluate the departmental risks and direct the implementation of mitigating measures on a continual basis; and
- Ensures implementation of mitigating measures and remedial action of audit findings and ensure prevention of similar risks in future by undertaking regular monitoring and evaluation of management.

Leadership and Resource Management

- Provides leadership and direction to the communications department;
- Develops strategic, operational, and financial plans with other executive management members;
- Manages the departmental budget;
- Compiles the annual report, and all printed media and cutting-edge communication materials;
- Directs and monitors the performance management process of the department; and
- Ensures that CRAN's organisational philosophy, mission and vision are pertinent and practiced throughout the organisation.

Education and Experience Requirements

- A Master's Degree in Laws;
- A Senior or Executive Management Development certificate;
- Admitted legal practitioner; and
- Eight (8) to Ten (10) years of relevant work experience within the legal field, of which at least five (5) years must have been in a managerial position.

Core Competencies and Skills Requirements

- Leadership and Strategic skills;
- Legal and Statutory Proficiency;
- Legislative and Regulatory Interpretation;
- Problem Solving and Customer Relations;
- Analytical and Systemic skills;
- Tact, Diplomacy and Discretion;
- Valid Driver's Licence Code B; 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.

Applicants meeting the above criteria should register their applications including motivation letter, CV, and relevant qualifications at Direct Hire by clicking on the following link:

<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.