

**The National Telecommunications Commission (NATCOM) is a statutory body established under the Telecommunications Act, 2006, to regulate the deployment of telecommunications systems and the provision of services in the telecommunications sector in Sierra Leone.**

**NATCOM is currently searching for suitable persons to fill several job vacancies and NATCOM now invites qualified candidates to apply for the following vacant positions tenable at its offices across Sierra Leone.**

**Title:** Director, Administration

**Reports to:** The Director-General

**Based at:** NATCOM Head Quarters - Freetown

**Job purpose:**

The incumbent shall provide the requisite leadership for the Commission's administrative functions around the upkeep of the Commission and its cadre of staff along with the social welfare of the staff and their families. The Director, Administration is responsible to the Commission, for ensuring that the institution remains an attractive place of employment for prospective staff and existing staff, and it is required of this person to put in place the requisite measures for prudently managing the non-human resources of the Commission.

The incumbent is under the general direction of the Director-General, NATCOM.

**Key responsibilities and accountabilities:**

- Administer and maintain all personnel recruitment and hiring activities (such as advertising positions, conducting interviews, selecting qualified candidates).
- Supervise and provide consultation to the Commission's management on strategic and long-term staffing plans, benefits, compensation, training and development, budget, and labor relations
- Supervise organizational and space planning, organizational development, performance management and improvement systems, policy development and documentations, and staff relations
- Ensure equal employment opportunities (by gender, age, etc.)
- Maintains all records and systems for past and current employees.
- Process, maintain and update compensation system and data
- Manage social benefits programs
- Prepares and update employee hand book
- Administer and process promotions, terminations, staff appraisals, etc.
- Oversee the overall operational activities of the Commission to include but not limited to, procurement, facilities management, operational upkeep activities, service delivery for the efficient operations of the Commission

**Required Qualifications – Director, Administration**

Interested Candidates should have the following background:

- A University Graduate degree preferably an MBA in Management or Business Administration or Organizational Behavior
- A Masters degree in the Social Sciences along with practical HR and Administrative experience should also count

- Professional qualifications in the related field of study will be added advantage
- A minimum of seven (7) years of progressive management experience in a similar office setup
- Demonstrated effectiveness in written and verbal communication
- Experience in defining and or implementing compensation and wage structures, promoting diversity at the work place employee classifications and laws and or regulations against sexual harassment
- Proficiency in Microsoft Office applications and Human Resources Information Systems (HRIS), including MS Dynamics-GP
- Knowledge of compensation strategy, performance management, employee relations, safety practices and talent acquisition, and the ability to apply this information in a manner that is compliant with relevant employment law
- Experience with creating a culture of engagement, collaboration and teamwork
- Capable of compiling and analyzing employment data to guide strategic planning
- Demonstrative background experience in supervising operational activities of a well-defined office setup
- Average knowledge and familiarity with the National Public Procurement Act (NPPA) along with the government's policies on public procurement

### **Benefits**

If you believe you can clearly demonstrate your abilities to meet the relevant criteria for these roles, please submit your application including copies of your academic and professional certificates, testimonials and your curriculum vitae, including among other details your current position, current remuneration, email and telephone contacts of three (3) professional referees.

**Only emailed applications will be accepted. Only those applications submitted via email (natcomjobs@natcom.gov.sl) will be considered. To be considered, your application must be received by not later than 25 February 2019. Please place in the subject line of your email, the title or position and the department you are interested in.**