

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, Legal Affairs

Reports to: The Deputy-Director General

Based at: NATCOM Head Quarters - Freetown

Job purpose:

To lead and supervise the Division by providing professional legal advice to the Commission, and ensuring compliance with the Act and other relevant statutory regulations governing the operations of the Commission.

Key responsibilities and accountabilities:

Litigation & Dispute Resolution Unit

- Provide legal counsel on issues arising from actual or anticipated lawsuits.
- Represent the Commission or its officials in various legal proceedings including formal or informal Administrative hearings.
- Investigate cases and advise the Commission accordingly.
- Prepare legal arguments, draft pleadings and motions to be filed and handle trials in court and at administrative hearings.
- Institute Arbitration and Hearing Panels and assist in dispute resolution between operators of communication services, customers or subscribers and operators of communication services.
- Conduct research, gather and analyze legal materials and evidence for court cases and administrative hearings.
- Prepare written reports and maintain reference files on assigned cases.

Legal Operations & Registry

- Advise the Commission and Governing Board of Commissioners on their legal rights and obligations.
- Draft contracts (employee contracts, licenses, Authorizations, etc.) and other Agreements.
- Provide oversight responsibility for enforcement of telecom laws and regulations.
- Monitor legal obligations of licensees and other communication operators.
- Co-ordinate the Commission's review of applications for the transfer of control and assignment of licenses and authorizations involved in major transactions such as mergers and acquisitions.
- Monitor and review Government regulations to ensure compliance.
- Prepare informative or explanatory materials on laws, regulations and policy for general use by the Commission and the public.
- Act as liaison with the Attorney General's Office and Parliament on legal matters applicable to the communications industry.
- Advise the Commission on contracts or Agreements with operators and/or the public, labour laws and relations, employee contracts, tax issues etc.
- Provide repository of legal data and documents.
- Ensure that internal procedures of the Commission are lawful transparent and uniform across the various divisions.

Required Qualifications –Director, Legal Affairs

Interested Candidates should have the following background:

Education:

- A good Bachelor's degree in law, economics or related disciplines
- Professional certificate in Law and should be a good standing member of the Sierra Leone Bar.
- Possession of a post-graduate degree in Administration, Economics or Telecommunications Engineering would be an added advantage
- Not less than ten (10) years post qualification experience in similar role is a prerequisite.
- Good analytical and presentation skills in combination with a refined capacity to communicate and maintain cooperative relationships with stakeholders at all levels.
- Strong entrepreneurial outlook with an ability to meet tight deadline in multi-tasking environment.
- Ability to competently represent the Commission in courts, panels and negotiations with government agencies, operators and other stakeholders.
- Knowledgeable in the Telecommunications and the Utilities industry.

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.