

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.

1. **Title:** Senior Manager, Human Resources – Administration Department
Reports to: The Director, Administration
Based at: NATCOM Head Quarters - Freetown

Job purpose:

The incumbent is required to serve as the principal deputy to the substantive Director of the Administration department at NATCOM and reports directly to the Director, Administration. The incumbent shall assist the Director in the performance of the Director’s functions (Human Resources management functions) and shall serve as the acting Director in the absence of the Director.

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

Key responsibilities and accountabilities:

- Provide support on HR related matters to the substantive Director of Administration as the principal deputy to the Director
- Update and maintain organizational charts
- Address all personnel concerns confidentially and fairly
- Work closely with other divisions to facilitate and ensure the implementation of human resource capacity building programs and activities.
- Maintain open-door liaison with all employees to address career and workplace concern and objectives.
- Ensure that all employees are afforded a supportive work environment
- Establish procedures for informing employees of their rights, for hearing complaints and resolving grievances fairly.
- Arrange social and cultural events and other morale enhancing activities
- Administer the terms of staff Conditions of Service including disciplinary actions and performance appraisals.
- Manage all clerical and secretarial activities

- Bridge management and employee relations by addressing demands, grievances or other issues
- Support current and future business needs through the development, engagement, motivation and preservation of human capital
- Nurture a positive working environment
- Oversee and manage a performance appraisal system that drives high performance
- Assess training needs to apply and monitor training programs
- Ensure legal compliance throughout human resource management
- Ensure appropriate supply of office resources
- Ensure that all employees have needed and working equipment, including computers, telephones, electrical outlets, etc.
- Track and manage inventory, and replacement of supplies and equipment
- Maintain the Commission's premises in working conditions (either directly or through outside contractors).
- Ensure timely response to required building repairs (both from internal and external sources).
- Oversee daily maintenance, minor repairs, and cleaning services
- Manage vehicle pool arrangements
- Administer security services
- Ensure that all employees have appropriate working conditions and environments, including comfortable work spaces, working computers, telephones, electrical outlets any specific equipment for the physically challenged, etc.

Required Qualifications - Senior Manager, Human Resources

Interested Candidates should have the following background:

- A University Graduate degree preferably an MBA in Management or Business Administration or Organizational Behavior
- A Master's 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 four (4) years of progressive management experience in a similar office setup
- At the least, two (2) years' experience working within a licensed telecommunications environment or communications sector regulatory environment

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.