

**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:** Senior Manager, Operations – 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 (operations) 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 operations related matters to the substantive Director of Administration as the principal deputy to the Director
- 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 for all fixed assets of the Commission
- 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, Operations**

Interested Candidates should have the following background:

- A University Graduate degree preferably an MBA in Management or Business Administration or Supply Chain Management
- A Master's degree in the Social Sciences along with practical 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 organizational setup
- At the least, two (2) years' experience working within a licensed telecommunications environment or communications sector regulatory environment
- Demonstrative knowledge or experience in project planning and management
- Solid experience in managing public procurement process using both country systems and foreign donor (World Bank, DFID, USAID, AfDB, etc.) systems
- Work directly with the Engineering & Infrastructure and Regulatory Administration departments to ensure that end-to-end process maps are created and published for the core functions of these departments
- Ensure that the processes and procedures are adhered to for the core functions of the technical departments within the Commission

### **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.**