

# TELECOMMUNICATIONS AUTHORITY OF FIJI

**VACANCY:** TAF 02/2024

**JOB DESCRIPTION:** ENGINEER SUPPORT OFFICER [LICENCE & INSPECTION]

## CORPORATE INFORMATION

1. Salary Range: \$30,000 - \$40,000
2. Duty Station: Telecommunications Authority of Fiji Office (Suva)
3. Reporting Responsibilities:
  - a) **Reports To:** Team Leader – Engineer & Projects
  - b) **Liaises with:** CEO, Manager Technical & Regulatory, Manager Corporate Services, Team Leader, Engineer Support Officers, Finance Officer, Finance Assistant, Administration Officer & Receptionist, Stakeholders and other Government Ministries.
  - c) **Subordinates:** None

## POSITION PURPOSE

The role is responsible for efficient regulatory support through effective implementation of TAF licencing and inspection of telecommunication installation for maritime station, aeronautical station, amateur station and telecommunications infrastructures. The position provides support and works directly under the Team Leader as well as liaising with the Manager Technical Regulatory in ensuring that licencing and inspection is in line with the required standards and relating laws and regulations.

## KEY RESULTS AREA (KRA)

The position will achieve its purpose through the following:

1. Ensure that licencing applications adhere to regulatory compliance in the telecommunication sector;
2. Facilitate the processing and management of mandatory licence and inspection applications;
3. Provide technical expert information pertaining to licensing and related regulations;
4. Maintain good working relationship with all telecommunication stakeholders to meet regulatory responsibilities;
5. Provide support through technical expertise for analysis on spectrum related matters;
6. Actively contribute to all corporate functions and activities of the authority.

## **KEY PERFORMANCE INDICATORS (KPI)**

Performance will be measured through the following indicators:

1. All licensing applications thoroughly verified and adhere to licensing requirements and regulations.
2. All licensing and inspection activities are conducted within agreed timeframes and compliant with relevant standards, processes, legislation and policies.
3. Keeping up to date on the latest development in the Telecommunications industry and advising TAF, Board and stakeholders of regulatory requirements.
4. All Telecommunications stakeholders adhere to regulatory standards requirement through regular collaboration;
5. Timely resolution of spectrum related issues are reported as per agreed timeline;
6. Actively participate in all corporate responsibilities pertaining to Telecommunications.

## **PERSON SPECIFICATION**

In addition to a relevant tertiary qualification in Electronics, Telecom Engineering or equivalent the following knowledge, experience, skills and abilities are required to successfully undertake the role of this post.

### **Knowledge and Experience**

1. At least 3 years' work experience in a regulatory or telecommunication environment or similar.
2. Practical, working knowledge in all aspects of telecommunication i.e. technical/regulatory related, technology and consultation.
3. Relevant technical experience and practical working knowledge in all aspects of telecommunications/ICT services and technologies.
4. Understanding on how to maintain effective working relationships.
5. Sound knowledge of local telecommunication and radio communication laws, regulations and policies.

### **Skills and Abilities**

1. Good understanding and familiarity with information and communications technology industry standards.
2. Demonstrated ability to work independently in a team environment.
3. Possess excellent interpersonal and communicational skills and establishing good working relationship.
4. Proven organizational skills with the ability to determine completing priorities and organize work activities to meet agreed goals;
5. Effective time management skills and ability to work within strict timelines.
6. Ability to maintain confidentiality and neutrality.
7. Service oriented approach, with a commitment to supporting the operational and corporate environment of the organization.

### **Personal Character and Eligibility**

Applicants for employment in the Telecommunications Authority of Fiji must be Fijian Citizens, below the age of 60, be of sound health, with a clear police record. The successful applicant will be required to provide a medical certificate and police clearance as a condition of employment.

The Telecommunications Authority of Fiji is an Equal Employment Opportunity Employer. Applicants are encouraged from all eligible and qualified applicants. Applicants highly assessed as having specific knowledge, experience, skills and abilities required for the job will be considered.