

TELECOMMUNICATIONS AUTHORITY OF FIJI

VACANCY NO: TAF 01/2024

JOB DESCRIPTION: TEAM LEADER [ENGINEER & PROJECTS]

CORPORATE INFORMATION

1. Salary Range: \$35,000 - \$45,000
2. Duty Station: Telecommunications Authority of Fiji Office (Suva)
3. Reporting Responsibilities:
 - a) **Reports To:** Manager Technical Regulatory
 - b) **Liaises with:** CEO, Manager Technical Regulatory, Manager Corporate Services, Engineer Support Officers, Finance Officer, Finance Assistant, Administration Officer & Receptionist, Stakeholders and other Government Ministries.
 - b) **Subordinates:** Engineering Support Officers.

POSITION PURPOSE

This position is responsible for overseeing projects that are mandated under the Authority and the adherence to telecom regulations while providing technical support to the Manager in the areas of telecommunications/ICT. The incumbent will be leading telecommunications engineering activities and managing various regulatory projects including but not limited to universal services, monitoring and evaluation, and other initiatives pivotal to advancing Fiji's telecommunications landscape.

KEY RESULTS AREA (KRA)

The position will achieve its purpose through the following:

1. Lead and supervise Engineer Support Officers, ensuring effective team performance.
2. Lead in the design and implementation of the universal service scheme, monitoring and evaluation of the scheme and other regulatory projects as assigned by TAF.
3. Develop project plans, budgets, and timelines for successful project execution.
4. Ensure compliance with regulatory policies and procedures in all engineering and project activities.
5. Prepare comprehensive reports and documentation as required by TAF.
6. Assist the Manager Technical Regulatory to coordinate the Authority's technical activities and maintaining effective regulatory environment with its stakeholders.

KEY PERFORMANCE INDICATORS

Performance will be measured through the following indicators:

1. Successful planning and execution of telecommunications projects and team performance metrics for completion and adherence to required standards.
2. Compliance with regulatory requirements and successful implementation of project objectives.
3. Timely completion of regulatory projects within allocated budgets.
4. Adherence to regulatory frameworks and standards in engineering activities.
5. Accurate and timely submission of regulatory reports and documentation.
6. Ensure that technical activities are organized and executed promptly, meeting predefined deadlines and ensuring alignment with established schedules and regulatory guidelines.

SELECTION CRITERIA

PERSON SPECIFICATION

In addition to a Diploma or Bachelor's Degree in Electronics, Telecom Engineering, Information Communications Technologies or equivalent, the following Knowledge, Experience, Skills and Abilities are required to successfully undertake this role:

KNOWLEDGE AND EXPERIENCE

1. At least 3 – 5 years of relevant work experience with demonstrated project management, leadership, and supervisory experience.
2. Proficiency in development and implementation of projects and project monitoring systems.
3. Practical working knowledge and experience on telecommunications/ICT regulations and Project Management.

SKILLS AND ABILITIES

1. Excellent computing and literacy skills.
2. Strong analytical and problem-solving skills.
3. Excellent communication and interpersonal abilities.
4. Ability to multitask, prioritize, and meet deadlines in a fast-paced environment.
5. Attention to detail and accuracy in financial reporting and analysis.
6. Ability to adhere to strict confidentiality in handling sensitive information.
7. Leadership and mentoring skills to manage and guide subordinate team members effectively.

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.