# TELECOMMUNICATIONS AUTHORITY OF FIJI

## JOB DESCRIPTION: MANAGER LEGAL

## CORPORATE INFORMATION

1. Salary Range: $67,104.00 - $80,524.00
2. Duty Station: Telecommunications Authority of Fiji Office (Suva)
3. Reporting Responsibilities:
   a) **Reports To:** Chief Executive Officer
   b) **Liaises with:** Board of Directors, Manager Technical Regulatory, Manager Projects, Manager Corporate Services, Team Leader (Engineer & Projects), Project Officers and Engineer Support Officers, Corporate Communications Officer, Information Technology Specialist Officer, Finance Officer, Finance Assistant, Administration Officer & Receptionist and Driver/ Messenger, External stakeholders including Government Ministries, Telecommunications Service Providers, Vendors, Consultants, and Development Partners.
   c) **Subordinates:** Legal Officer, Corporate Communications Officer.

## ABOUT THE TELECOMMUNICATIONS AUTHROITY OF FIJI

The Telecommunications Authority of Fiji (TAF) regulates and advances Fiji's telecommunications and ICT sector, ensuring reliable, innovative, and affordable services for all Fijians. TAF's mandate includes fostering a competitive environment, promoting universal service access, supporting digital transformation, strengthening governance and protecting consumer ad public interests in a rapidly evolving technological environment. TAF leads strategic initiatives to expand connectivity, bridge the digital divide, and support national development priorities.

## POSITION PURPOSE

The Manager Legal is responsible for providing authoritative legal advice, representation, and governance support across all functions of the Telecommunications Authority of Fiji. The role ensures that TAF operates within a robust legal, regulatory, and risk management framework, supporting the CEO's accountability to the Board and enabling the Manager Corporate, Finance, HR & Business Development to deliver strong corporate governance, compliance, and organisational sustainability outcomes.

The Manager Legal also serves as Board Secretary and is responsible for Board governance processes, legal compliance, contract and litigation management, regulatory development support, and legal risk oversight. The role is a key enabler of strengthening Governance and streamline processes with better use of technology, ensuring clear separation of legal assurance, executive decision-making, and corporate administration responsibilities.

## KEY RESULTS AREA (KRA)

The position will achieve its purpose through the following responsibilities:

**1. Legal Advisory & Representation**

1. Provide timely, accurate, and strategic legal advice to the Board, CEO, Executive Management, and staff on all legal, regulatory, contractual, and governance matters.
2. Represent TAF in legal proceedings, negotiations, mediations, tribunals, and engagements with external legal and governmental bodies, ensuring the Authority's legal interests are protected.
3. Review, draft, and advise on all legal instruments including contracts, agreements, licences, policies, ordinances, regulatory instruments, and memoranda.
4. Advise on legal implications of operational, policy, regulatory, and strategic decisions, identifying risks, opportunities, and mitigation measures.

**2. Regulatory Development & Compliance**

4. Support the development, review, and implementation of telecommunications regulations, guidelines, and policies, including emerging areas such as cybersecurity, data protection, digital transformation, and universal access.
5. Ensure compliance with all statutory obligations, regulatory requirements, internal policies, and ethical standards applicable to TAF's operations.
6. Monitor legislative and regulatory developments at national, regional, and international levels, advising management and the Board on implications for TAF and the telecommunications sector.
7. Review internal policies, procedures, and manuals to ensure legal compliance and alignment with best practice governance standards.

**3. Governance & Board Secretariat Function**

8. Perform the role of Board Secretary, ensuring effective governance, compliance, and Board administration.
9. Prepare and review Board papers, resolutions, minutes, matters arising, and official correspondence from the Chair, ensuring accuracy, confidentiality, and legal integrity.
10. Provide governance advice to the Board and management, including fiduciary duties, statutory responsibilities, and good corporate governance practices.
11. Ensure secure custody and management of Board records, confidential legal information, and governance documentation.

**4. Contract, Litigation & Dispute Management**

12. Manage and coordinate all litigation and dispute resolution processes involving TAF, including engagement of external legal counsel where required.
13. Monitor case management practices, court filings, correspondence, and legal timelines to ensure matters are progressed efficiently and effectively.
14. Provide advice on dispute resolution involving operators, consumers, staff, and other stakeholders.

**5. Risk Management & Compliance Oversight**

15. Maintain and oversee the Legal Risk Register and Legal Agreements Register, ensuring regular review and reporting to management and the Board.
16. Identify legal, contractual, regulatory, and compliance risks and recommend appropriate mitigation strategies.
17. Provide legal input into organisational risk management frameworks, audits, investigations, and compliance reviews.
18. Advise on employment, industrial relations, data privacy, intellectual property, insurance, and cybersecurity risk matters.

**6. Financial & Resource Management**

19. Develop and manage the Legal Unit's annual work plan and operating budget, ensuring effective utilisation of resources.
20. Assess and manage costs associated with litigation, external legal services, insurance, and specialist advisory services.
21. Provide budget justifications, forecasts, and reports to support sound financial decision-making.

**7. People Leadership & Capability Development**

22. Provide effective leadership, supervision, and mentoring of Legal Unit staff, fostering a high-performing, ethical, and professional team.
23. Support staff development through performance management, training, and succession planning in consultation with HR.
24. Promote collaboration across departments and contribute to organisational knowledge sharing and continuous improvement.

**8. Reporting & Stakeholder Engagement**

25. Provide effective leadership, supervision, and mentoring of Legal Unit staff, fostering a high-performing, ethical, and professional team.

26. Support staff development through performance management, training, and succession planning in consultation with HR.
27. Promote collaboration across departments and contribute to organisational knowledge sharing and continuous improvement.

**9. Reporting & Stakeholder Engagement**

28. Perform Notary Public and/or Commissioner of Oaths duties for the organisation as required.
29. Undertake any other duties assigned by the CEO consistent with the responsibilities of the position.

## KEY PERFORMANCE INDICATORS

Performance will be measured through the following indicators:

1. Quality, accuracy, and timeliness of independent legal advice provided to the CEO and Board (legal assurance role, not executive decision-making).
2. Effectiveness of Board Secretariat support, including timely Board papers, minutes, matters arising, and governance compliance (distinct from CEO performance delivery).
3. Reduction and effective management of legal and regulatory risk ratings recorded in the organisational risk register (complementary to Manager Corporate's enterprise risk coordination role).
4. Timely resolution and management of litigation, disputes, and contractual issues within approved budgets.
5. Compliance of policies, contracts, licences, and procedures with statutory and regulatory requirements (legal compliance assurance, not operational ownership).
6. Number and significance of audit, legal, or compliance issues identified and resolved through corrective action plan.
7. Maintenance and accuracy of Legal Risk Register and Legal Agreements Register.
8. Leadership, capability development, and performance management of Legal Unit staff.
9. Quality and timeliness of legal and governance reports submitted to the CEO and the Board.

## SELECTION CRITIERIA

## PERSON SPECIFICATION

A Bachelor's of Laws (LLB) from a recognised institution. Postgraduate qualifications in Law (with a specialisation in Commercial, Property, ICT, or Regulatory Law) is highly desirable. Current Practicing Certificate and membership with the appropriate professional legal body. The following knowledge, experience, skills and abilities are required to successfully undertake the role of the post:

## Knowledge and Experience

1. At least 5–7 years' post-admission experience in a senior legal role, preferably within a regulatory, government, or commercial environment.
2. Demonstrated experience in litigation, contract negotiation, regulatory compliance, and corporate governance.
3. Sound knowledge of telecommunications, ICT, commercial, property, employment, and administrative law).
4. Experience advising Boards and senior executives on complex legal and governance matters.
5. Experience working in a regulatory, government, ICT, or development agency environment is desirable.
6. Understanding of international telecommunications regulations and emerging technologies such as 5G, IoT, AI, cybersecurity, and data protection.
7. Demonstrated valid driving licence (Class 2) with experience in driving.

## Skills and Abilities

1. Strong analytical, interpretative, and problem-solving skills with sound legal judgement.
2. Excellent written and verbal communication skills, including drafting of legal, regulatory, and Board documents.
3. High-level negotiation, stakeholder engagement, and advocacy skills.
4. Demonstrated leadership, people management, and organisational skills.
5. Ability to manage competing priorities and sensitive matters with discretion and professionalism.
6. Demonstrated ability to lead teams, mentor staff, and build a high-performing project unit.
7. Proficiency in Microsoft Office Suite.
8. Strong ethical standards, integrity, and a service-oriented approach aligned to TAF's regulatory mandate.

## 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. We are committed to promoting a diverse and inclusive workforce. 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.