



REGULATORY & COMPLIANCE OFFICER

The Radio Frequency Spectrum is the medium which facilitates wireless communication. The Spectrum Management Authority (SMA) is the regulatory body responsible for the efficient management of the radio frequency spectrum in Jamaica, which includes licensing spectrum users and regulating their use of the spectrum.

The Authority has played a pivotal role in the development of the wireless communication industry which has impacted significantly on the national economy.

Responsibilities

The Regulatory and Compliance Officer will develop and administer systems and processes to address local and international legal matters involving industry regulations and compliance. This role is a junior legal counsel position for an entry level law associate tasked, to perform a higher-level administrative role that incorporates legal aspects of the growing regulatory and compliance portfolio responsibilities of the SMA. The principal duties of the Regulatory and Compliance Officer include:

- Legal documents drafted;
- Legal analysis and research conducted;
- Spectrum Licences, Authorisations and Certifications Terms and Conditions reviewed and updated;
- Title searches conducted;
- Drafting legal opinions, memoranda;
- Company searches conducted;
- Demand letters prepared;
- Compliance Register updated;
- Queries/information requests processed;
- Stamp Office requisitions prepared;
- Drafting Contracts, Lease and Licence Agreements;
- Monthly Progress Reports on sale and licence/lease transactions;
- Files and records maintained;
- Meetings organized; and
- Individual work plans developed.

Requirements

- Bachelor of Law Degree.
- General knowledge of the English Legal System, including Commercial, Criminal and Civil Proceedings.
- Knowledge of the conveyancing practices, regulatory, compliance and GOJ operations and public sector issues.
- Minimum of three (3) years' experience in a law office or regulatory environment.
- Good oral and written communication skills.
- Excellent customer service attitude.
- Proficiency in the use of relevant computer applications.

Applications must be submitted no later than April 5, 2024 to:

jobs@sma.gov.jm.

We thank all applicants for their interest in our company, but advise that only short-listed candidates will be contacted.

.....Shaping Your Future With Wireless.....