



## **SENIOR TECHNICAL COORDINATOR**

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 Senior Technical Coordinator is responsible for organizing and monitoring the accurate and timely development and implementation of all priority technical and administrative plans, policies, and programmes of the Spectrum Management Authority to conform with trends, statutory reporting, and on-demand requests. This pivotal role within the Executive Division will ensure all matters related to national, regional, and international affairs requiring the Managing Director's attention are prudently executed through a seamless process flow and with active communication, good governance, compliance, and accountability. The principal duties of the Senior Technical Coordinator include:

- Preparation of the organization's Strategic and Operational Plans and Budgets coordinated, reviewed, and monitored for submission within prescribed timelines.
- Preparation of the organization's Annual Reports coordinated, reviewed, and monitored for submission within deadline, and subsequent publication.
- Other annual and statutory reports reviewed, and quality assured prior to distribution.
- Matters related to national, regional, and international affairs thoroughly examined and presented to the Managing Director as necessary and appropriately resolved on time.
- Potential conflicts in the executive office identified and properly addressed while other potential conflicts affecting the organization flagged to the Managing Director as necessary.
- Harmonious working environment with internal and external stakeholders maintained
- Orientation of new board members coordinated with Company Secretary and conducted in keeping with the organization's Board Induction procedures.
- Executive Office resources managed in line with Procurement/Facilities Units instructions.
- Priority plans, projects/programmes and special projects aptly coordinated with ongoing support provided through to completion.
- Coordinate/attend meetings - notes/recordings/reports prepared/dispatched on time.
- Customer service standards maintained, and issues accurately documented and addressed.
- Reports, speeches, submissions, and correspondence are well researched, accurately written, and dispatched in a timely manner.
- Governance and compliance protocols observed and adhered.

### **Requirements**

- Bachelor's Degree in Business Administration or related discipline
- Sound Knowledge of modern business practices and procedures.
- Sound Knowledge of Government of Jamaica policies and procedures
- Sound Knowledge of Microsoft and other ICT Software tools and equipment
- At least five (5) years' experience in a similar senior position.

**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.....*