



Manager, Administration

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 SMA is seeking to identify a highly motivated, dynamic individual to fill the post of **Manager, Administration**.

Responsibilities

The **Manager, Administration** is responsible for planning, organizing and coordinating the Asset Management, Facilities, Office Services and Spectrum Licensing processes at the SMA. The incumbent provides leadership and strategic direction to guide the operational functions of the department.

Principal duties include:

- Organizing routine valuation of the company's assets and ensuring that the information is documented.
- Establishing and managing maintenance and service contracts.
- Ensuring that office building, its facilities and equipment are maintained and routinely serviced at an appropriate level.
- Managing the insurance process of the Authority's building and other assets in keeping with the GOJ Procurement Guidelines.
- Ensuring timely servicing and maintenance of the vehicles, as well as ensuring compliance with the Road Traffic Act (i.e. up to date registration, fitness, and insurance coverage).

Requirements

- Bachelor's Degree in Business Administration or a related area.
- Training in supervisory management.
- Understanding of the GOJ Procurement Policies and Procedures.
- Understanding of the GOJ Motor Vehicle Policy
- Knowledge of the relevant legislation that speaks to spectrum licensing.
- Ability to multi task the organisation and execution of simultaneous projects
- Advanced knowledge of Microsoft Word, Excel and PowerPoint.
- At least five (5) years' experience in administration, two of which should be at a senior level.
- At least three (3) years' experience in facilities management.

Applications must be submitted no later than May 3, 2024:

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*.....