

VACANCY NOTICE

EASTERN CARIBBEAN TELECOMMUNICATIONS AUTHORITY (ECTEL)

LOCUM PROFESSIONAL LEGAL SUPPORT (P3)

The Eastern Caribbean Telecommunications Authority, hereafter referred to as 'ECTEL', was established on May 4th, 2000, by Treaty signed by the Commonwealth of Dominica, Grenada, St. Kitts and Nevis, Saint Lucia and St. Vincent and the Grenadines in St. George's, Grenada. ECTEL is a regulatory body responsible for providing recommendations and advice on Telecommunications matters to its member states through the National Telecommunications Regulatory Commissions (NTRCs – the Telecommunications Regulators at the national level in each member state).

The Legal professional is expected to provide support to the General Counsel and to the Directorate from August to November 2017.

ORGANISATION and REPORTING

This position is located within the Legal Affairs Department (LAD) and reports to the General Counsel and Managing Director.

DUTIES AND RESPONSIBILITIES

The incumbent shall be responsible for the performance of assigned duties within the area of responsibility of LAD, which may include any of the following:

- Provide advise/solutions to legal issues and challenges related to telecommunications regulations as they arise
- Performs extensive legal research and analysis and prepares legal opinions, studies, briefs, reports, and correspondence as required
- Prepare legislative agreements
- Assist with the licensing process
- Perform administrative legal duties
- Represent the Directorate before judicial and administrative tribunals
- Act as Secretary to the ECTEL Board in the absence of the General Counsel
- Record minutes of professional staff meetings
- Perform any other related duties reasonably assigned

QUALIFICATIONS AND EXPERIENCE

- Advanced university degree (Master's degree or equivalent degree) in law with a
- Minimum of six (6) years progressively responsible professional experience in law including legal analysis, research and writing or; at least 10 years post qualification experience .
- Experience/knowledge of telecommunications and/ or regulations is an asset

SKILLS/COMPETENCIES

- **Professionalism:** Theoretical knowledge in relevant areas law; analytical and drafting skills; discretion and sound judgment in applying legal expertise to sensitive, complex legal issues; ability to prepare legal briefs and studies on a variety of legal issues and instruments; knowledge of the ECTEL organization and interrelationships; demonstrates professional competence and mastery of subject matter; is conscientious and efficient in meeting commitments, observing deadlines and achieving results; is motivated by professional concerns; shows persistence when faced with difficult problems or challenges; remains calm in stressful situations.
- **Planning & Organizing:** develops clear goals that are consistent with agreed strategies; identifies priority activities and assignments; adjusts priorities as required; allocates appropriate amount of time and resources for completing work; foresees risks and allows for contingencies when planning; monitors and adjusts plans and actions as necessary; uses time efficiently.
- **Teamwork:** Works collaboratively with colleagues to achieve organizational goals; solicits input by genuinely valuing others' ideas and expertise; places team agenda before personal agenda; supports and acts in accordance with final group decision; shares credit for team accomplishments and accepts joint responsibility for team shortcomings.
- **Communication:** Excellent written and verbal communication

JOB LOCATION

The ECTEL Directorate is headquartered in Saint Lucia.

Applications should be clearly marked “**Locum LEGAL SUPPORT**” and sent to hr@ectel.int or in sealed envelopes and addressed to:

The Managing Director
Eastern Caribbean Telecommunications Authority
P O Box 1886
Castries
Saint Lucia

Applications should be accompanied by curriculum vitae and the names and contact information of two referees, along with certified copies of relevant certificates.

The closing date for receipt of applications is 18th August, 2017.