



# West Africa Telecommunications Regulators Assembly

## Assemblée des Régulateurs de Télécommunications de l'Afrique de l'Ouest

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**VACANCY NOTICE NO: WATRA/RES/EC/2020/05/01**

**POSITION: EXECUTIVE OFFICER**

### **1. Background**

The West Africa Telecommunications Regulators Assembly (WATRA) founded in 2002 is a consultative and collaborative body of Telecommunications Regulators in the West African sub region to aid and advance development of telecommunications in the sub region and ultimately in Africa. WATRA will collaborate and cooperate with other regional and international organisations towards the attainment of its mission to ensure the rapid development of telecommunications in the sub region.

WATRA promotes the establishment of modern legal and regulatory structures for telecommunications and seeks the development of harmonization of regulations for telecommunications service delivery and pricing in all countries in the sub-region. WATRA is poised to work towards the attainment of a uniform telecommunications service standard in sub-region and the adoption of a uniform technical quality standard for telecommunication applications and equipment employed in the sub-region.

WATRA initiates, encourages and supports human resource and capacity building efforts aimed at redressing the shortage of indigenous skills, competencies and capabilities in emerging information and communications technologies in the sub region.

WATRA members are: ARCEP-Benin, ARCEP-Burkina Faso, ARME-Cape Verde, ARTCI-Cote d'Ivoire, PURA, The Gambia, NCA-Ghana, ARN-Guinea Bissau, ARPT-Guinea, LTA-Liberia, AMRTP-Mali, AR-Mauritania, ARCEP-Niger, NCC-Nigeria, ARTP-Senegal, NATCOM-Sierra Leone.

WATRA partners are: International Development organisations, Private telecoms operators, Governments, ICT equipment manufacturers, ICT equipment vendors and industry stakeholders.

WATRA seeks an Executive Officer to be based in Abuja, Nigeria responsible for the day-to-day operation of the WATRA Secretariat. The selected Executive Officer will

report to the Executive Committee and the Conference of Regulators (CoR). The appointment will be for an initial term of Three (3) years with possibility of one further term of three (3) years in the same conditions.

The Executive Officer is expected to work very closely with the Executive Committee and regularly interact with members. Salary attached to this position is competitive.

## **2. Duties and Responsibilities:**

The Executive Officer shall be the Head of the Secretariat and the Chief Administrative Officer of WATRA.

Globally, the Executive Officer shall provide leadership and necessary recommendations actualization and implementation of WATRA strategic direction in terms of vision and mission. He is to ensure proper functioning of the Secretariat according to the guidelines approved by the Conference of Regulators.

### **Specifically, the duties of Executive Secretary shall include:**

- a) To provide if needed overall logistical support and assistance to all WATRA regulation institutions;
- b) Implement the strategic plan as requested by the Conference of Regulators;
- c) Prepare activities programs with their action plans and annual budgets and ensure the approval by the Conference of Regulators;
- d) Execute the budget in accordance with the guidelines from the General Assembly and ensure the optimal use of resources;
- e) Prepare the annual activities and financial reports and ensure that the accounts are audited;
- f) Prepare quarterly and annual management reports and submit them to the appreciation of the Executive Committee;
- g) Ensure effective implementation of the annual activities programs and action plans approved by the Conference of Regulators;
- h) Represent WATRA properly in international strategic forums;
- i) Search for additional financial resources to those mobilized by statutory members of the Assembly;
- j) Develop with international or regional organizations cooperation programs in relevant regulation areas of activities;
- k) To perform such other activities or duties as may be assigned by the General assembly or by the Executive Committee, or which may become necessary for the achievement of the objectives of WATRA and/or to the more efficient operation of the Secretariat;
- l) Engage the necessary reforms to restore confidence to current or future members and partners of the Assembly;
- m) Etc.

### **3. Selection Criteria:**

- a) Must be a citizen of member state and institution of WATRA;
- b) Must have a BSc's degree or equivalent with relevant work experience in Telecommunications/ICT sector. Master's degree will be an advantage;
- c) At least 10 years' professional experience in the ICT industry (preferably in regulation) of which 5 years must be in a Director position;
- d) To have a high level of computer proficiency;
- e) To have Strong interpersonal skills, including written and oral communication skills;
- f) Must be fluent in one of the official languages of the region. Knowledge of the other official languages shall be an added advantage. The working languages of WATRA are English and French;
- g) To have the ability to lead teams and be able to drive change in terms of organizational strengthening and intentional development;
- h) Must be between 40-55 years when submitting application;
- i) Submit a complete application file on time and in accordance with the requirements.

### **4. Documents required:**

- a) A letter of submission of candidacy addressed to the Chairman of WATRA Executive Committee S/c WATRA Secretariat. This letter of submission must be signed by the person empowered to bind the Agency or the regulatory authority of the candidate's member country;
- b) Application letter signed by the candidate;
- c) A certified copy of the candidate's diploma;
- d) The attestation (s) legalized justifying the candidate's experience;
- e) detailed, dated and signed curriculum vitae of the candidate;
- f) A legalized copy of the national identity document or passport.

### **5. Submission of application Conditions**

- a) Applications must bear the reference number of the recruitment notice
- b) The applicant must submit recent curriculum vitae indicating qualifications, experience and professional competence attached with a motivation letter.
- c) Only one application file is authorized per member state. All applicants must be passed by the Regulatory Authorities / Agencies of their country of origin who select a candidate which he will endorse and submit his application file
- d) Members of Regulatory Agencies / Authorities are responsible for transmitting the application files to the WATRA Secretariat in a closed envelope marked

WATRA/RES/EC/2020/05/01 NOT TO BE OPENED or They can also be submitted electronically to the following electronic address:

- Mr Tontama Charles MILLOGO, mail address : [artao.watra@arcep.bf](mailto:artao.watra@arcep.bf)
- Mr ELH MAMAN Laminou mail address: [laminou@watra.org](mailto:laminou@watra.org).

e) All applications from the Regulatory Authority/Agency should be addressed to:

**The Chairman, WATRA Executive Committee  
C/o WATRA Secretariat:  
WAEC Office Complex,  
No10, Zambezi Crescent, Maitama Abuja, Nigeria.**

## **6. Application submission deadline**

All applications from National Regulatory Agencies must reach the WATRA Secretariat no later than **Friday June 12, 2020**.