



Vacancy Notice – Corporate Manager

Role

TRR is seeking a Corporate Manager to lead and coordinate all Regulatory Corporate responsibilities in TRR; including Administration, IT, Finance and Human Resources. The role includes:

- Working effectively with the Regulator and management and coordination of the Corporate Unit to achieve and deliver on all projects within expected and prescribed timeframes;
- Follow the direction of, and provide strong support and advice to the Regulator at all times. This includes providing proactive and appropriate guidance and support to the Regulator and acting on all requests to ensure smooth delivery and required outcomes;
- Monitor and proactive, effective and appropriate management, administration and reporting on all TRR Corporate matters, including Administration, IT, Finance and Human Resources, to the Regulator, ensuring of business continuity and consistency is maintained, and that all deliverables are met as required and within the expected timeframe and in order to ensure TRR meets all of its goals and objectives;
- Monitor and proactive, effective and appropriate management and reporting on TRR's financial budget including TRR's operational budget, the UAP Fund and the World Bank Grant Budget;
- Monitor and proactive, effective and appropriate management and reporting on all TRR's IT operations and matters; particularly its security;
- Monitor and proactive, effective and appropriate management and reporting on all TRR's Human Resources operations and matters;
- Monitor and proactive, effective and appropriate management and reporting on all TRR's Administrative operations and matters;
- Coordinate and manage assigned project tasks to ensure project delivery within allotted budget and timelines;
- Ensure compliance within TRR internal policies, standards and procedures are currently in place and up to date with current situation.
- Proactively lead, manage and support the preparation and finalization of all TRR Reports, such as TRR's Annual Reports, Sector reports, UAP Reports, World Bank Reports, other Government Reports, so that they are delivered on time and at a high-quality level;

- Conduct regular (at least quarterly) analysis and regularly report to the Regulator on any problems or improvements that need to be implemented in respect of any TRR Corporate matter;
- Lead and maintain TRR's strong and independent relationship with its stakeholders;
- Ensure all TRR policy guidelines are enforced and implemented;
- Conduct an annual review of all TRR Corporate Policies, Guidelines, Manuals, etc, to ascertain their fitness for purpose and effectiveness, and report to the Regulator on potential changes required;
- Ensure the integrity, security of TRR's IT systems and core Administration, Finance and Human Resources systems and operations are always maintained. Report to the Regulator, regularly and proactively, on any improvements required;
- Effectively and appropriately manage the Corporate Unit on all assigned project initiatives/work;
- Lead the development, coordinate, promote and manage the implementation of TRR's Strategic Plans, its 90 days plans and TRR Work Plans, ;
- Advise on and develop appropriate TRR's Internal policies, guidelines, & procedures for the TRR staff and other working tools and instruments (Finance, HR, Travel, guidelines, plans and administrative procedures);
- Work cooperatively with all TRR team members;
- As directed, coordinate, provide support and assistance on any TRR project or TRR work, and develop and provide all appropriate reports to the Regulator;
- As directed and when required and as deemed necessary, represent TRR and interface with Government Officials and appropriate intergovernmental organizations, international bodies and other institutions on TRR corporate and/or telecommunications/ICT matters.

It also includes, in particular, for the Corporate Manager to also provide support in the coordination of any market monitoring and competition, economic matters and consumer affairs matters, as directed.

Required Experience and Qualifications

The applicant must, ideally, have the following combination of qualifications and experience:

- A degree in Public Administration, Finance and Human Resources Management or directly related subjects;
- At least 3 years' experience in corporate management, ideally in the telecommunications sector, but such experience in the commercial area will be considered, and fluency in English, Bislama, and French will be an advantage.
- Proven background and experience in Public Administration, Finance, IT and Human Resources Management.

- A sound understanding of ICT/telecommunications technologies, related consumer issues, and particularly, how they relate to and are used by consumers in Vanuatu.
- Demonstrated high-level management experience and knowledge, including high-level administration, IT, financial, project coordination and people management skills.
- Excellent, high-level written and oral communication skills in English. In French and Bislama is highly desirable.
- High-level computing competence in Financial applications, Word, Excel, PowerPoint, Project, etc.

Required Character attributes

Demonstrated high-level and ethical management and leadership ability, sound, appropriate, effective and ethical judgment, advanced communication skills, advanced financial, administration and IT skills and analysis, must be highly motivated, flexible, have respect for the organization and other team members, be a team player, high-level problem solving skills, self-starter, responsive, deliver on time and at a high level and high quality, and an ability to work under pressure.

Your application must be marked **“Confidential”** and addressed to the above (The TRR, PO Box 3547, PORT VILA) address and/or email to jobs@trr.vu by 4.00pm, **2nd December 2016**.

For further enquiries please contact the office on 27621 or email us at enquiries@trr.vu