



NATIONAL TELECOMMUNICATIONS
REGULATORY COMMISSION
ST. VINCENT & THE GRENADINES

Vacancy

Applications are invited from suitably qualified persons for the following post:

Consumer and Public Relations Manager

The candidate's duties and responsibilities will include but are not limited to the following:

- Prepare annual public awareness plans which outlines the public awareness activities/promotions to be achieved yearly
- Prepare budgets for public awareness events
- Plan and implement NTRC's public awareness events
- Promote the NTRC at public events and on social media
- Manage disputes in relation to all telecommunication services
- Present reports pertaining to telecommunication disputes at the monthly Commissioners' meetings
- Prepare decisions issued by the Commission for the resolution of telecommunication disputes
- Attend tribunals and or oral hearings to assist with the resolving of telecommunication disputes
- Deliver presentations at the NTRC events
- Prepare reports for NTRC's public awareness activities
- Manage the NTRC's annual icode784 competition
- Manage the NTRC's annual MyApp summer program

Qualifications & Experience:

- Bachelor's Degree in Marketing or Business Management
- Two years' experience in a middle management, marketing or administrative position will be an asset
- Proficiency in Microsoft Office Suite (Word, Excel, Access and Outlook) is essential.

Core Competencies:



- Effective verbal and written communication skills and the ability to build positive working relationships.
- Excellent time management and analytical skills.
- A strong record of achieving results and meeting deadlines.

Interested persons should submit a letter of application along with a curriculum vitae on or before **Friday December 6, 2019** to:

Director
National Telecommunications Regulatory Commission (NTRC)
P.O. Box 2368
Kingstown
St. Vincent and the Grenadines
Email: ntrc@ntrc.vc

Only applicants who meet the above requirements will be considered for an interview.



P.O. Box 2368, 2nd Floor NIS Building, Upper Bay St., Kingstown, St. Vincent and the Grenadines
Tel: (784) 457-2279 | Fax: (784) 457-2834 | Email: ntrc@ntrc.vc | www.ntrc.vc
 NTRC SVG  NTRCSVG