



## **JOB OPPORTUNITY**

### **ADMINISTRATIVE ASSISTANT, POLICY AND REGULATION**

#### ***ABOUT THE COMPANY:***

---

The Utilities Regulation and Competition Authority (“URCA”) of The Bahamas came into effect on 1 August 2009 as the converged regulator for Electronic Communications Services (ECS) – covering broadcasting, radio spectrum and electronic communications.

URCA is further strengthening its capacity in policy and regulation of the communications sector and is seeking to fill the post of Administrative Assistant in the Policy and Regulation Department. The position will be based in The Bahamas and will report to the Director of Policy and Regulation at URCA or designate.

#### ***A. CORE DUTIES –Administrative Assistant, Policy and Regulation:***

---

The successful candidate will be required to:

- Oversee the administration and coordination of URCA’s Licensing Process.
- Provide administrative support to the Policy and Regulation Team, including:
  - undertaking information management functions including the development and maintenance of the department’s records, library, registers and procedural databases;
  - assisting in the preparation and formatting of documents and public notices for publication, including web publication.
  - where necessary, arranging the printing and distribution of reports and documents; and,
  - functioning as a point of inquiry for individuals contacting the department, including handling routine enquiries and preparing routine correspondence and undertaking other administrative duties as required.

#### ***QUALIFICATIONS, SKILLS & COMPETENCIES***

---

The successful applicant must have:

- Bachelor of Arts Degree in Administration;
- A minimum of five (5) years progressive administrative experience in a consulting, regulatory or utility environment;
- Strong knowledge of administrative and office procedures;
- Basic records management skills and working knowledge of office filing systems;
- Excellent time management skills;
- Ability to type accurately and proficiently;
- Ability to follow oral and written instructions;
- Ability to communicate effectively;



- Proven excellent organizational and administrative skills;
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint and Outlook at a minimum);
- Demonstrate initiative, tact and discretion;
- Excellent verbal and written communication skills.

### ***REMUNERATION & BENEFITS:***

---

The URCA is a performance driven organization and offers a competitive and attractive remuneration and benefits package and opportunities for further training and career experience. Further information about URCA can be obtained from the website: [www.urbahamas.bs](http://www.urbahamas.bs)

### ***INTERESTED?***

---

**Interested applicants should email their resume to:**

hr@urbahamas.bs

### ***DEADLINE FOR APPLICATIONS:***

---

Applications should be received on or before **June 14, 2013**. URCA thanks all applicants for their interest but only applicants who have been short-listed and have the qualifications and experience will be contacted.