



Job Description **Junior Technical Regulatory Professional**

The National Communications Authority of Timor-Leste, formally Autoridade Nacional de Comunicações (ANC), is a statutory authority established by the Telecommunications Decree-law No. 15/2012 of 28 March 2012.

The ANC is seeking to employ a Junior Technical Regulatory Professional. The junior technical regulatory professional will work under the guidance and direction of the Technical Director – Sector Regulation to carry out various regulatory engineering functions within the ANC such as licensing and spectrum assignment especially for the private land mobile radio service.

A. Key Responsibilities

- Contribute to planning use of the radio-frequency spectrum for land mobile radio service in Timor-Leste using existing standards and sound engineering skills.
- Develop methods for allocation and assignment of radio frequency for land mobile radio service in Timor-Leste.
- Contribute to the coordination of radio frequency allocation and assignment for land mobile radio service using existing policy, procedures and sound engineering judgement.
- In cooperation with other staff appointed by the Office of Technical Director for Sector Regulation, to contribute in developing frequency channeling assignment policy for land mobile radio, aeronautical and maritime radio services.
- To ensure frequency channeling arrangements for land mobile radio service adhere to international standard.
- Assess and process applications for land mobile radio service licensing using the ANC's standards and procedures.
- Develop and maintain land mobile radio service licensees' database up to date.
- Apply the ANC's Enforcement Policy to carry out enforcement duties.

- Document enforcement activities and prepare reports regarding enforcement activities.
- Apply sound knowledge of radio-communications systems to regulatory activities.

B. Other Responsibilities

- Promote the ANC’s Code of Conduct and fulfill its requirements at all times;
- Provide a consistently high level of service to the ANC and its stakeholders in a prompt and pleasant manner;
- Apply the ANC’s document control system to all documents;
- Maintain the highest ethical standards and confidentiality in dealing with ANC staff and stakeholders;
- Develop own skills and knowledge in order to better deliver administrative functions and duties and participate in the ANC business improvement and corporate development programs;
- Ensure effective use of relevant application software systems.

C. Reporting

Reports to:	Technical Director of ANC – Sector Regulation (National Communications Authority)
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D. Selection Criteria and Desirable Qualities

- Polytechnic/University studies in telecommunications and/or electrical and electronics engineering coupled with a minimum of 2 years working in a relevant area;
- Good technical understanding of radio-frequency spectrum and radio-communications systems;
- Ability to work individually and as a team member;
- Understanding of ANC’s work and responsibilities;
- Good verbal and written language skills: Tetum, English and Portuguese (desirable);
- Be a citizen of Timor-Leste.