



## VACANCY ANNOUNCEMENT

### EXECUTIVE SECRETARY (CHIEF EXECUTIVE OFFICER)

The Communications Regulators' Association of Southern Africa (CRASA), based in Gaborone, Botswana, is a consultative association of Information and Communication Technologies (ICT) and Postal regulators in the Southern African Development Community (SADC) region. The main focus of CRASA is to harmonise the ICT and Postal regulatory frameworks in the region. To achieve this, CRASA works closely with SADC and other regional and international agencies and organises regional events on ICT and Postal regulation that brings together decision-makers in government institutions, regulators, operators and experts in the field of regulation.

CRASA wishes to recruit a dynamic, innovative and result-oriented individual from a SADC Member Country to serve as its Executive Secretary on a contract of four (4) years, renewable up to a maximum of another term, depending on performance.

#### POSITION OVERVIEW:

As the Executive Secretary, you will lead CRASA in achieving its strategic goals, enhancing operational efficiency, overseeing stakeholder relations, and acting as the primary ambassador for the organization. Your leadership will help shape the future of the ICT and postal sectors within the region.

#### KEY RESPONSIBILITIES:

- **Strategic Planning and Execution:** Lead CRASA's growth and sustainability through strategic planning, policy review, and alignment with business objectives.
- **Leadership and Management:** Drive high-performing teams, effective resource planning, and employee performance management.
- **Operational Efficiency:** Enhance operational effectiveness, foster stakeholder relationships, and ensure service quality and cost-efficiency.
- **Financial Performance:** Ensure financial sustainability through planning, budgeting, and partnerships for revenue generation.

- **Risk Management:** Identify and mitigate risks to ensure business continuity and report on risk management progress.
- **Capacity Building:** Address training needs and organize conferences for ICT and Postal regulatory professionals.
- **ICTs and Postal Regulation:** Guide regulatory committees, promote information exchange, ensure legal compliance, and oversee document filing.

## **REQUIRED QUALIFICATIONS & EXPERIENCE:**

- **Education:**
  - Master's degree in Relevant fields such as Telecommunications, Public Policy, Business Administration, or Finance.
  - A postgraduate professional qualification will be an added advantage
- **Experience:**
  - Minimum of 10 years' experience in ICT/Postal sector of which Five(5) years should be in Senior Management Position.
  - Proven track record in strategic leadership, financial management, and policy development.

## **CORE COMPETENCIES:**

- Deep Knowledge of Telecommunications & Media Regulations
- Leadership & Strategic Management
- Policy Advocacy & Diplomacy
- Communication & Public Speaking
- Regulatory & Technical Analysis
- Financial Management & Revenue generation
- Legal & Compliance Knowledge
- Cross-Cultural Sensitivity & Regional Context Awareness
- Ethical Leadership & Integrity
- Networking & Collaboration

## **REMUNERATION:**

CRASA offers a competitive salary and benefits package commensurate with other similar posts around the region.

## **APPLICATIONS:**

Suitable candidates from SADC Countries can send their resumes of not more than three (3) pages, a cover letter, certified copies of certificates and names and contacts of three (3) referees not later than the close of business on Friday 30<sup>th</sup> May 2025.

**TO APPLY FOR THIS POSITION, PLEASE SEND AN EMAIL TO: [Careers@icasa.org.za](mailto:Careers@icasa.org.za)**

**ALL ENQUIRIES REGARDING THIS POSITION SHOULD BE DIRECTED TO: [Careers@icasa.org.za](mailto:Careers@icasa.org.za)**

**FURTHER NOTES:**

- CRASA is an equal opportunity employer.
- Only short-listed candidates will be contacted.
- CRASA reserves the right to withdraw this advert should circumstances change.