

# VACANCY

## EXECUTIVE SECRETARY (CHIEF EXECUTIVE OFFICER) CRASA

(4 YEAR CONTRACT)

**CLOSING DATE | FRIDAY, 30 MAY 2025 BEFORE 17H00**

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 the SADC and other regional and international agencies and also 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 (CEO) on a contract of four years, renewable up to a maximum of another term, depending on performance.

### Primary purpose of the position:

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 organisation. Your leadership will help shape the future of the ICT and postal sectors within the region.

### Key Performance Areas will include:

- **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 organise conferences for ICT and Postal regulatory professionals; and
- **ICTs and Postal Regulation:** Guide regulatory committees, promote information exchange, ensure legal compliance, and oversee document filing.

### Relevant Qualifications and Experience:

#### Education:

- Masters degree in Relevant fields such as Telecommunications, Public Policy, Business Administration, or Finance; and
- 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; and
- Proven track record in strategic leadership, financial management, and policy development.

**Core Competencies****The following are the core competencies required for the position:**

- 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; and
- Networking & Collaboration.

**To receive consideration, applications must include:**

- A cover letter and a resume (CV) not more than three(3) pages;
- Certified copies of educational qualifications, ID and Passport; and
- The names and contact information of three (3) professional references.

**Remuneration Package:**

CRASA offers a competitive market-related cost to company remuneration package commensurate to relevant experience and qualifications.

**Applications should be** addressed to the Chief Executive Officer and emailed to [Recruitment@cran.ng](mailto:Recruitment@cran.ng) or hand delivered to the Human Resources Department at the CRAN Head Office located at **Freedom Plaza, Courtside Building (3rd & 4th Floor), c/o Fidel Castro & Rev. Michael Scott Street, Windhoek.**

**Only short-listed candidates will be contacted. CRASA reserves the right to withdraw this advert should circumstances change.**

**CRASA IS AN EQUAL OPPORTUNITY EMPLOYER. WOMEN & PERSONS WITH DISABILITIES ARE ENCOURAGED TO APPLY.**