

<b>Job Title</b>	<b>MANAGER, REGULATION AND COMPLIANCE</b>
<b>Directorate</b>	<b>REGULATION AND LEGAL SERVICES</b>
<b>Department</b>	<b>REGULATION AND COMPLIANCE</b>
<b>Reporting to</b>	<b>DIRECTOR, REGULATION AND LEGAL SERVICES</b>
<b>Salary Grade</b>	<b>N3</b>
<b>Jobs that report to this role</b>	<ul style="list-style-type: none"> <li>a) IT Certification Supervisor</li> <li>b) Legal Officer, Regulation and Compliance</li> <li>c) Consumer Affairs Officer</li> <li>d) Licensing Officer</li> </ul>
<b>Job Purpose</b>	
<p>Provide regulatory guidance and monitor compliance by the Authority, management of employees, and stakeholders in the Information Technology (IT) Sector with IT Laws, Regulations, Standards, Policies, Procedures, Guidelines, and other relevant Laws in order to ensure the delivery of government objectives for regulating the IT sector.</p>	
<b>Key Accountabilities</b>	
<ul style="list-style-type: none"> <li>a) Develop and or implement regulations, policies, and procedures to ensure that regulatory compliance is maintained, enhanced, and in accordance with the Laws and Regulations in force and business practices related to the IT sector;</li> <li>b) Provide strategic direction for the regulatory compliance requirements for the IT Sector;</li> <li>c) Draft an implementation plan for the effective delivery of NITA's mandate under the NITA Act;</li> <li>d) Monitor and review the legal and regulatory regime, and emerging industry trends and suggest changes to policies and procedures to improve regulation and compliance in the Sector;</li> <li>e) Regularly assess the implementation of Regulations, Standards, Policies, Procedures, and Guidelines and Strategies in force and evaluate the risks and potential outcomes;</li> <li>f) Direct and manage the licensing regime of the Authority;</li> <li>g) Establish regulatory priorities or budgets and allocate resources;</li> <li>h) Represent the Authority before domestic or international regulatory agencies on major policy matters or decisions regarding the regulation of the IT Sector to ensure compliance with domestic and international regulations and standards;</li> <li>i) Design, implement, and monitor effective compliance management programs for the Sector to reasonably prevent and detect violations of law;</li> </ul>	

- j) Manage and perform a wide variety of activities pertaining to ensuring compliance with national regulatory requirements, and business best practices including but not limited to quality systems auditing, inspections, and field corrective actions;
- k) Ensure regular interface and reporting on the Authority's and stakeholders' compliance highlighting emerging issues, potential risks, and audit results in order to identify strengths and control weaknesses with compliance and plan for remedial action;
- l) Build and maintain effective relationships with key stakeholders.
- m) Provide the Authority with corporate compliance perspectives and develop a strategy to reduce any potential compliance exposures;
- n) Implement or monitor complaint processing systems to ensure effective and timely resolution of all complaint investigations;
- o) Advise on the implementation of legal and compliance risk management and control practices within the Authority;
- p) Train staff in regulatory policies or procedures by developing and implementing programs to increase employee awareness and knowledge of compliance with Regulations, Standards, Policies, Procedures, and Guidelines in force;
- q) Manage and coordinate the arbitration of IT disputes;
- r) Provide legal advice and other ancillary advice in relation to the regulation of the IT sector

### **Position Requirements**

#### **Education**

- a) Honours degree in Law (LLB) with a Post Graduate Diploma in Legal Practice from LDC;
- b) Must be enrolled as an advocate;
- c) Master's degree in Law (LLM) or in Information Technology (IT) Law, Business related fields, or another relevant discipline will be an added advantage;
- d) Management qualifications and Membership in relevant Professional Associations or other relevant specialized training in the Professional/ Industry IT Certification such as ICSA, ITIL, CIM, MCSE, ACCA, etc. will be an added advantage;

**Experience**

- a) A minimum of 7 (Seven) years' experience in direct work within the regulation and compliance environment 3 (three) of which shall be at a senior level in a large or busy organization;
- b) Demonstrate working experience in managing a business unit or department with diverse professions;
- c) Demonstrated knowledge of Information Technology (IT) laws and practices.

**Technical Expertise**

- Strategic thinking and ability to work and produce accurate results in a dynamic environment with multiple and challenging tasks;
- Knowledge of changing and international regulation to decide what is the best strategy to remain successful and compliant as a sector;
- Ability to set up a high-performing team;
- Strong analytical and conceptual thinking skills;
- Self-driven with the ability to achieve results with minimal supervision;

**Nature and Scope****Interpersonal Skills**

- Excellent interpersonal skills;
- Soft skills like; presentation, and listening skills;
- Excellent oral and written communication skills

**Level of responsibility**

4 Staff under direct supervision