Job Title	MANAGER, REGULATION AND COMPLIANCE
Directorate	REGULATION AND LEGAL SERVICES
Department	REGULATION AND COMPLIANCE
Reporting to	DIRECTOR, REGULATION AND LEGAL SERVICES
Salary Grade	N3
Jobs that report to this role	a) IT Certification Supervisor b) Legal Officer, Regulation and Compliance c) Consumer Affairs Officer d) Licensing Officer

Job Purpose

Provide regulatory guidance and monitor compliance by the Authority, regulated entities and stakeholders in the Information Technology (IT) Sector with IT Laws, Regulations, Standards, Policies, Procedures, Guidelines, and other relevant legal frameworks in order to ensure the delivery of government objectives for regulating the IT sector.

Key Accountabilities

a) Support the development of policies, procedures, laws, standards and guidelines for the IT sector to provide an enabling environment for the growth and development of IT.

b) Provide strategic direction and advice to promote regulation of the IT Sector;

c) Draft an implementation plan for the effective delivery of NITA's regulatory mandate under the NITA Act;

d) Periodically review the legal and regulatory framework, emerging industry trends and suggest changes thereto to improve regulation and compliance in the Sector;

e) Direct and manage the licensing regime of the Authority under the applicable laws;

f) Regularly assess the implementation of Regulations, Standards, Policies, Procedures and Guidelines and Strategies in force and evaluate the risks and potential outcomes;

g) Monitor compliance by the regulated entities with the regulatory framework in force through assessments, quality systems auditing, inspections and field corrective actions;

h) Design, implement and monitor effective compliance management programs for the Sector to reasonably prevent and detect violations of the legal and regulatory frameworks;

i) Ensure regular interface and reporting on the Authority's and stakeholders' compliance highlighting emerging issues, potential risks, and audit results in order to identify control weaknesses and propose remedial action;

j) Represent the Authority before domestic or international regulatory agencies on major policy matters or decisions regarding regulation of the IT Sector to ensure compliance with domestic and international regulations and standards;

k) Build and maintain effective relationships with key stakeholders;

l) Manage and coordinate the arbitration of IT disputes and implement or monitor complaint processing systems to ensure effective and timely resolution of all complaint investigations;

m) Conduct sensitisation and capacity building for regulated entities, stakeholders and NITA-U staff by developing and implementing programs to increase awareness and knowledge of compliance with Regulations, Standards, Policies, Procedures and Guidelines in force;

n) Prepare and implement the department's annual work plans and budget;

o) Supervise staff within the department on the annual and periodic performance targets;

p) Perform any other duties, which may be assigned from time to time;

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 other relevant discipline will be an added advantage;

d) Management qualifications and Membership to relevant Professional Associations or other relevant specialized trainings in the Professional/ Industry IT Certification such as ICSA, ITIL, CIM, MCSE, ACCA, etc. will be an added advantage;

Experience

a) A minimum of 5 (five) years' experience in direct work within the regulatory and compliance environment 3 (three) of which should have been at a senior level in a large or busy organisation;

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 complaint as a sector;

- Ability to set up and or manage 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