



Invitation to Qualified Applicants for the Role of CHIEF EXECUTIVE OFFICER

The Board of Management of the Universal Service Fund (USF) is seeking a visionary and purposeful leader with a track record of leading successful business transformations to fill the role of Chief Executive Officer (CEO). The CEO will be joining the USF at a pivotal time to deliver its mandate while navigating the fast-changing information and communication technology (ICT) industry. A proven leader who is confident, creative, and highly resourceful in this field, and can inspire and lead change will be well suited to this role.

About the USF

The USF, staffed by a team of 32 technical and skilled professionals, is an Agency under the Ministry of Science, Energy, Telecommunications and Transport, mandated to ensure access to information and communication technology tools to facilitate national development.

As a statutory body established under the Telecommunications (Amendment) Act 2012, the USF's mission is to provide access to the internet in unserved and underserved communities, promote the use of the internet for economic and social development, provide digital inclusion for all Jamaicans and raise productivity levels across Jamaica. Projects including developing Community Access Points, Connect Jamaica (Public Wi-Fi) and Community Wi-Fi Hotspots rollout in all electoral constituencies across Jamaica. Additionally, the USF funds the infrastructure development of GovNet for the connection of public institutions towards the country's digital transformation.

About the Role

The CEO leads the team and operations of the Universal Service Fund in accordance with agreed government and board directives by undertaking the key responsibilities to:

- Conceptualize, establish and monitor strategic and operation plans and objectives and formulate and implement corporate policies in keeping with the vision, mission and objectives of the Fund.
- Direct the Fund's strategic, operational and budget planning processes and report and evaluate results and key performance indicators on a scheduled basis to meet or surpass agreed targets for efficiency, productivity and profitability.
- Represent the Fund across all stakeholder groups and the public in various forums within the ICT sector, building the USF's reputation.
- Ensure reporting is on-time and accurate for the Board of Management and Portfolio Ministry.
- Lead, inspire and develop talent to ensure the desired culture is achieved, succession plans are delivered and organizational capability and capacity needs are met and managed in line with approvals.
- Align the organization with proper communication, change management plans and best practices to ensure a highly engaged workforce.

- Keep abreast of emerging information communication technology trends and recommend legislative changes/ amendments to improve universal access.
- Maintain contact with Ministries, Departments, Agencies (MDAs), and key stakeholders, including associations and other entities, in alignment with the Board of Management's policy directives.
- Provide guidance on the requisite business model design and organizational infrastructure to support the successful achievement of the Fund's goals, and champion any changes through the Government of Jamaica's (GOJ) approval processes.
- Forecast, monitor and interpret ICT trends and changes in the telecommunications sector and inform and advise the Board on their impact on the Fund's mandate.
- Lead and engage in negotiations with local agencies and service providers to secure technical assistance for projects aimed at delivering accessible and affordable internet services.
- Be a champion for compliance and risk management and ensure the highest level of accountability for financial management and controls, policy, safety, regulations, procurement, reporting and statutory obligations.

About the Person

The best suited candidate will have the following profile:

- Master's Degree in Telecommunications, Engineering or a related area.
- Postgraduate training in General Management (or an equivalent field) and Project Management Certification.
- Minimum of six (6) years' senior leadership experience with 10 years in the ICT industry.
- Sound understanding of the Jamaican telecommunications environment, including the international voice carrier market, regulations, agreements and universal service programmes.
- A track record for adherence to the public service environment and compliance obligations (or evidence of agile learning experiences in a similar private sector context).
- Track record for successful organizational change and business model design to navigate a fast-changing ICT landscape.
- Broad understanding of policy formulation and processes and the flow through to bring legislative changes into effect with a deep appreciation for compliance and accountability for public bodies.
- Excellent communication and negotiation skills.
- Outstanding people leadership and talent development capabilities.
- A breakthrough thinking mindset coupled with being resourceful, resilient, agile, and having a bias for action to deliver projects on time and within budget.
- An established reputation for being trusted, ethical and highly organized.
- Excellent stakeholder management and ability to influence change at all levels.
- Seasoned with policy development and interpretation.

How to Apply & Timeline

The Board's Selection Committee will begin considering potential candidates immediately and will continue until the role is successfully filled. Applications should include a letter of interest, curriculum vitae, the names and contacts of three references (who will not be contacted without the consent of the candidate) and should be forwarded in confidence to: Confidential@greatpeoplesolutions.com by **September 10, 2024** with the subject line "USF – Chief Executive Officer". A secondary screening will be required in the process of short-listing.

We thank all applicants for their interest; however, we regret to advise that only short-listed candidates will be contacted.