

VACANCY ANNOUNCEMENT : MTN GUINEA

Title of position: Head of Corporate Affairs	Departement: Corporate Affairs	Reports To: CEO
Number of subordinates: 3	Level: 3H	

MISSION

- The mission is to ensure, in partnership with the business; that MTN is, and is seen, to be a corporate citizen with legitimacy and integrity, and hence can pursue its business objectives without impediment.

TASK COMPLEXITY

- Develop the strategy for the corporate services function in line with global best practice in order to ensure that the organization is viable both internally and externally and as a social and financial entity
- Provide leadership and management with the visibility; control and decision support required to understand and manage corporate services; as well as provide the team with the expertise to build the corporate services capabilities in order to drive effectiveness and efficiencies within the team
- Prepare the annual work plan and ensure the effective execution thereof in order to ensure the business objectives are achieved
- Offer legal services; advice and representation to advance and protect the commercial interests of MTN Guinea Conakry and deal effectively with emerging and current legal issues
- Equip and enable the MTN Guinea Conakry to comply with their legal and ethical duties; and to practice good governance and effective leadership in line with universal and country specific standards
- Ensure and report on compliance to licensed terms and conditions; create and maintain working relationships with regulators; and influence policy towards a just regulatory environment
- Lead MTN Guinea Conakry to best practice through the social impact achieved by Foundations and by ensuring that relevant objectives and targets for social and environmental issues are integrated into the overall business planning and deployed throughout the organization
- Facilitate effective communication with employees and other stakeholders; responding to their issues and material concerns; cultivating healthy relationships (understanding; trust; satisfaction and commitment)
- Position MTN Guinea Conakry as a service provider of choice by using media and other corporate communication channels to tell the MTN Guinea Conakry story
- Provide recommendations to key stakeholders regarding interconnect strategies and frameworks
- Prepare; monitor and control the annual departmental budget to ensure expenditure is in line with the business plan

POSITION REQUIREMENTS

Education:

- Bachelors degree – legal or business
- Professional Qualification
- Post graduate degree (MBA preferable)

Experience:

- 10 years management experience within a multinational environment;
- 4 years at a strategic management level with the telecommunications environment

Knowledge:

- Gestations de la marque
- Business consulting
- Business risk management
- Contract management
- Corporate or commercial law
- Government relations
- High awareness and intricate understanding of issues relevant to the ICT industry and the particular country (e.g. tariff collusion; interconnect charges; network coverage; environmental impact; equity and empowerment)
- In-depth understanding of the legislator and regulatory environment; including the policy framework as well as the technical requirements with regard to compliance and reporting
- Intimate knowledge of the working media in a particular country; including media ownership arrangements; editorial policy; audience demographics and circulation figures
- Knowledge and understanding of engagement standards such as the AA1000SES
- Knowledge of issue management strategies and crisis communication
- Legislation and compliance
- Policy design and implementation
- Public affairs compliance
- Public relations management
- Stakeholder relations management
- Telecommunications business savvy
- Understanding decision making by the Political Executive and the mode of policy implementation

Other competencies:

- Ability to (1) apply and implement guidelines and standards associated with good governance and to (2) comply with company law and the rules for disclosure
- Ability to commission social research and to convert research findings into actionable intelligence regarding stakeholders' expectations / experience and emerging issues
- Ability to lobby and influence ethically in line with universally accepted standards
- Ability to plan government engagement – understanding the context and protocols
- Business intelligence skills
- Business savvy
- Change management skills
- Financial budgeting planning and reporting skills
- Fraud detection and control skills
- Interpersonal; facilitation; negotiation and mediation skills

MTN Guinea
Human Resource Division

- Leadership and people management skills
- Project management skills
- Social and digital media skills
- Strong command of the English language
- Strong presentational skills
- Technical expertise in terms of competition law; economic regulation and business models

General working conditions:

- Work under stress and in a multicultural environment.
- Available to travel within the country and internationally.

Deadline of submission:

- Please send CV + cover letter to recrutement@mtn.com.gn with the mention "**APPLICATION FOR THE POSITION OF HEAD OF CORPORATE AFFAIRS**" no later than **September 14th, 2017**.