



Caribbean Telecommunications Union

Application Brief
for the position of
Secretary General



July 2020

1. About the Caribbean Telecommunications Union

The Caribbean Telecommunications Union (CTU) is an inter-governmental organisation dedicated to supporting the development of the Caribbean information and communications technologies (ICT) sector. Established in 1989 in an era of rapid technological change, the CTU has responded to the evolving technological environment by embracing diverse organisations and actively promoting collaboration among all ICT stakeholders. As a CARICOM Institution, the CTU is unique in that its membership not only comprises regional governments but private sector and civil society organisations of the Caribbean. It also includes non-CARICOM States among its members.

CTU members co-operate to shape the regional information and communications technologies sector, focusing on harmonised regional ICT policies, human capacity building, coordination of regional ICT projects and representation of the region at ICT international fora. Through its expanded membership, the private sector, civil society and regulators are actively engaged in the policy formulation processes.

Now in its 31st year, the CTU's core values of integrity, transparency, accountability and excellence have enabled it to withstand the winds of change, grow, and deliver tangible benefits to its stakeholders.

The position of Secretary General is pivotal to the success of the organisation. Given the rapid evolution of the 4th Industrial revolution and the many unknowns of the post COVID-19 pandemic era, the Secretary General must be knowledgeable on 21st century ICT, financially astute and innovative. The Secretary General must be emotionally and culturally sensitive to the needs of CTU members; must have the intellect, drive, skills, experience and integrity to take the CTU to greater levels of accomplishment in service to its members; and must be passionate about delivering the benefits of ICT to the citizens and other stakeholders of the Caribbean.

We are looking for the right 21st century ICT leader. Is this you?

Thank you for your interest in this position. Your application is important to us and therefore would be given careful consideration. The information you provide will be held in strict confidence and will only be used to assess suitability.

2. Information and Communication Technologies

The CTU defines information and communication technologies (ICT) as the hardware, software and biotechnological systems which enable all forms of information to be collected, processed, stored and disseminated. ICT represents the convergence of information, telecommunications and biological technologies employing electronic data capture processing, storage and transport techniques and encompasses end user devices, telecommunications network infrastructure, data processing systems and storage facilities.

3. More About the CTU

- **Vision**
To be the prime catalyst for ICT-enabled cooperation, transformation and development in the Caribbean.
- **Mission**
To create an environment in partnership with members to optimise returns from ICT resources for the benefit of stakeholders.
- **Governance**
The direction, effectiveness, supervision and accountability of the CTU is prescribed through the governance structure for its statutory bodies presented below.



4. The Work of the CTU

The CTU works in the following strategic areas:

1. Policy Development

- Formulating Caribbean harmonised ICT Policies through multi-stakeholder engagements with governments, regional and international ICT organisations, the public and private sector, civil society and ICT technology organisations of the Technical Conference;

2. Coordinating Regional Projects

- Bringing together and coordinating the activities of ICT stakeholders to execute regional projects;

3. Capacity Building

- Building public awareness and educating its members and Caribbean stakeholders on all aspects of ICT for development;

4. Representation

- Developing Caribbean positions on ICT issues through its conference and working group activities and presenting them at international ICT fora;

5. Technical Support

- Providing technical support to members and ICT stakeholders in the region through its advisory, planning and implementation services;

6. Industry Watch

- Serving as an industry watch, bringing to the attention of members, trends in the global ICT market and issues that will impact the region's ICT-enabled growth and development.

5. Membership Categories

The following are the categories for CTU membership:

State Member

- All Member and Associate States of the Caribbean Community

Associate State Member

- Non-CARICOM Caribbean States
- Members of the Association of Caribbean States

Specialised ICT Governmental Agencies

- Regulatory Authorities

Private Sector

- Any company that is involved in the Caribbean ICT sector as providers of:
 - Public ICT services;
 - Electronic media and broadcasting services;
 - Technology solutions or equipment; and
 - ICT consultancy services

Civil Society

- Non Governmental Organisations
- Non-profit organisations involved in the provision of ICT services;
- Trade or professional associations;
- Regional or international ICT Organisations

6. Strategic Focus

In keeping with its mandate and the demands of the rapidly evolving ICT environment, the following strategic vision for the CTU was developed through multi-stakeholder consultations at its policy seminars over the period 2005 to 2007. The CTU was envisioned to become:

- The primary **facilitator** for the formulation of Caribbean ICT policy and best practices;
- The respected **coordinator** for regional ICT projects;
- The preferred **source** of ICT advice for regional Governments;
- A major **contributor** to the development of ICT capacity within the region;
- The designated **advocate** for Caribbean ICT positions at international fora.

These characteristics have been attained, but must be maintained so this strategic vision remains relevant and pertinent today. However, the next strategic period must focus on facilitating digital transformation in our members in accordance with the CARICOM Heads of Government-approved Vision and Roadmap for the Single ICT Space. The plan will also address sustainability and institutional strengthening of the CTU Secretariat.

In order to address these the CTU must also be:

- A potent **catalyst** for digital transformation

and the Secretariat must be:

- A compelling **example** of effective ICT adoption.

The evolution and convergence of information, communication and biological technologies present challenges for Caribbean States that have not yet mastered or fully leveraged the tools of the 3rd Industrial Revolution to realise the promise of ICT-enabled development. E-Government, the subject of 30 years of discussion, is one example of the missed opportunity of the region to transform government through ICT.

The new environment also presents opportunities to leapfrog to a digital future but In order for nations, organisations and individuals to respond appropriately to the changing environment, the following must be embraced as essential to the process.

1. Building awareness and acquiring insight and understanding into the technological developments in the current environment;
2. Upskilling, re-skilling members and stakeholders;
3. Financing the adoption of technology;
4. Making effective use of the technology to foster sustainable social and economic development;
5. Fostering greater degrees of collaboration and cooperation amongst Caribbean countries, ICT organisations and stakeholders.

7. Requirements for the Position

6.1 Nationality:

The appointee must be a national of a CTU Member State or Associate State Member.

6.2 Ability to undertake the following Responsibilities:

- Report to the Executive Council, and keep them effectively informed.
- Develop and implement strategic plans to advance the mandate of the CTU and related operational policies and activities.
- Provide inspired leadership and oversee day-to-day operation of the Secretariat.
- Create an environment that promotes innovation and excellence.

- Identify and address challenges and opportunities for CTU members.
- Build productive alliances and partnerships with other organisations.
- Foster collaboration amongst Member Countries.
- Effectively oversee the Secretariat's financial activities, including budgeting, recording, reporting and auditing, and its administrative requirements.
- Secure funds from external and non-traditional sources.

6.3 Experience:

- Solid track record of strong leadership, building and motivating effective and productive professional teams in a similar organisation;
- Significant high-level experience in the ICT sector;
- Strong administrative and financial skills in a senior strategic role;
- Experience and understanding of regional and international technology, policy, legislative and regulatory ICT issues;
- Insight and understanding of regional and international social and economic development issues;
- A track record of successfully negotiating, influencing and persuading stakeholders, in particular government stakeholders;
- Success in securing funding from external and non-traditional sources.

6.4 Skills and Abilities:

- Exceptional leadership skills;
- Excellent interpersonal skills;
- Excellent communication and presentation skills;
- Exceptional English Language (spoken and written) skills and proficient in one of the other major languages of the Caribbean (Spanish, French or Dutch) is desirable;
- Ability to establish credibility quickly, particularly in new areas of influence;
- Strong management and project management skills for directing collaborative working relationships with a range of public and private sector organisations in a wide range of activities running in parallel;
- Strategic thinking for providing direction and leadership in a way that inspires confidence and commitment and encourages ideas, innovation and initiative from others;
- Analytical skills to grasp complex issues and make wise decisions;
- Strong influencing and negotiating skills at the most senior levels to lead, develop and participate in partnerships and strategic alliances;
- Ability to operate effectively in challenging or unfamiliar environments;
- Ability to inspire confidence and create trust;
- Ability to work under pressure, plan personal workload effectively and delegate.

6.5 Other Key Attributes:

- Honesty and integrity;
- Passion for and commitment to the role and to the mandate of the CTU;
- Politically astute and aware;
- Emotional intelligence and the capacity to engage tactfully with diverse cultural and political norms and nuances;
- Practical knowledge of diplomacy and protocol.

6.6 Minimum Qualifications:

- Masters degree in ICT/Telecommunications or a relevant discipline and four years of experience at a senior level in a regional or international organisation or the public service;
- MBA or other Professional Qualifications and six years of experience at a senior level in ICT/Telecommunications in the public service or an inter-governmental organisation.

8. Remuneration

The Remuneration Package will be competitive and commensurate with the responsibilities of the position in a Caribbean inter-governmental institution.

9. How to apply

1. Please download and complete the Application Form which includes the Support Statement.
2. In your Support Statement, please indicate in no more than 1500 words the approach you propose to adopt to fulfil the CTU's strategic focus and each of the responsibilities of the position listed in Section 6.2 of this Brief. In addition, we would like to know what you would do to accelerate the implementation of the CARICOM Single ICT Space and 21st Century Governments.
3. Your CV should highlight the experience and special skills identified in sections 6.3 and 6.4 above.
4. Your Application should consist of the following documents:
 - i. Cover letter;
 - ii. Application Form with Support Statement and
 - iii. Curriculum Vitae
5. The deadline for submission of your application is **Friday 21st August at 4:00pm EST.**
6. Please PDF email your completed documents to: jobs@peoplesolutionsplus.com with **CTU SG Application** in the Subject Line.

10.The Interviews

Interviews will be conducted virtually via Zoom. Candidates are requested to ensure that their bandwidth is adequate to ensure an efficient and effective interview.

11.Notifications

All applications will be acknowledged.