



## **Regulatory and Government Relations Manager**

Airtel Tanzania PLC wishes to recruit for a Regulatory & Government Relations Manager. The role reports to the Head of Regulatory Affairs in Regulatory and Corporate Communications Department. He/She will be responsible to Manage regulatory compliance and liaise with line management to ensure compliance, coordinates regulatory relationship between the Company and all stakeholders in the sector. Manages the company internal and external communications. Coordinates media and public relations, including presentations and written communications which inform relevant stakeholders, media representative and the public about the company. Responsible for developing and implementing communication policies and programs that supports the organization's overall strategic direction

### **The Role Holder duties will include but not limited to:**

#### **1. Manages regulatory Compliance;**

- Prepares and updates regularly the regulatory compliance checklist and ensure compliance.
- Facilitates effective cross functional communications on all regulatory matters.
- Attends to any other matters of regulatory nature as may be assigned by management.
- Coordinates regulatory relationship between the Company and all stakeholders in the sector.
- Ensures timely availability of advice and guidance to management and business in relation to various regulatory.
- Maintains records of all regulatory correspondences and keep Custody of licenses and other regulatory documents.
- Monitors the regulatory environment in order to avoid risks and negative impacts related to various regulatory decisions made by the regulatory authority and the government.
- Participates and represent the interests of the company in forums of a regulatory nature and provide prompt feedback to management.

#### **2. Manages the development and implementation of the company's internal and external communications programs;**

- Works with general management level to develop plans for design, writing and production of internal and external communications materials, including website, brochures, memos, newsletters, intranet materials etc
- Executes and monitors communication activities in order to realize the desired uniform and integral positioning of the company, features in relevant media
- Works with sales, marketing, human resources departments and all other department to plan and create strategies, tactics, activities, and materials for the purpose of conveying the most positive message to employees, relevant stakeholders, media representative and the public.
- Design relevant messages, channels and promote staff involvement in internal communication

### **3. Management of regular reporting of special managerial reports;**

- Manages the preparation and maintenance of regular and special reports desired by upper management to assist in the attainment of corporate objectives

### **4. Management of Media;**

- Create, nurture and sustain a healthy business relationship with Tanzania media houses, Editors and senior reporters and photographers to increase better chances of getting preferential coverage in both print and electronic media.
- Develop the short term and long term communications media relations plan for Airtel Tanzania as assigned and present to line manager for approval.
- Protecting and following Airtel Corporate Communication policies in handling the media and in compliance with approved media plans and programs.
- Ensure proper copywriting and translations of all required press releases to be disseminated.
- Prepare and implement the Media relations strategy, including coordination, supervision, implementation and management of all company events such as press conferences, media interviews, tradeshows, and other special events.
- Collect and observe all published material from all relevant media sources (press, magazines, online, Tv and Radio) and disseminate it to management with the right comments when actions are required.
- Daily media monitoring on covered stories for Airtel, competition and overall telecom industry in the local media and share the reports with internal team and group offices.
- Strengthen media relations through events such as open days and involvement in media initiatives.
- Look for opportunities where the company might receive media coverage.

### **5. Ensure First Time Right implementation of new products;**

- Liaise with CFT to understand the complete architecture, end to end service path and revenue path, do risk analysis and formulate and perform UAT cases and validation.
- Highlight to business the emerging risks and liaise with CFT to develop new control environment (primary as well as secondary) to mitigate the same

## **6. Government Relations**

- Updates government and related agencies on developments in the company, sector and industry.
- Manages relationship (support to other departments) with Government agencies such as the Immigration departments, Tanzania Investment Center, Tanzania Revenue Authority etc

### **Academic and Qualifications and Experience;**

- A Graduate degree in Law
- Registered advocate with an active practicing certificate
- At least 5 years' experience in telecommunication.
- Previous experience in engaging with the Government and Regulatory bodies
- Experience in reviewing proposed changes to the law/regulations and providing relevant legal opinion.
- Excellent command of spoken and written English and Swahili languages
- Strong relationships management skills

### **Competencies and Behavior required;**

- Able to operate in a performance driven organization
- Good organizational and team work skills
- Self-motivated, enthusiastic, energetic
- Attention to detail
- Confident, assertive with good negotiation skills
- Excellent time Management Skills
- Customer-centric

Interested and qualified candidates are invited to apply for the role by sending an application letter and CV to [Recruitment@airtel.co.tz](mailto:Recruitment@airtel.co.tz) .. State the name of the vacancy as your subject. The deadline for the Application is 5:00 PM on Thursday 24<sup>th</sup> February 2022

Only shortlisted candidates will be contacted.

*We are an equal opportunity employer and value diversity. We therefore do not discriminate against applicants on the basis of, among others, their race, disability, their race, disability, religion or gender. All employment opportunities are decided on the basis of qualifications, merit and business need*