



Federated States of Micronesia
Telecommunication Regulation Authority

P.O. Box 1919 Pohnpei FM 96941
Tel: +691 320-2812 <http://www.tra.fm>

Digital FSM Project
Assistant ICT & Spectrum Officer
FM-DOTCI-392040-CS-INDV

POSITION & SALARY

Assistant ICT & Spectrum Officer
\$13,000/annum or depending on qualifications

LOCATION

FSM Telecommunication Regulation Authority Office

Kolonia, Pohnpei FM 96941

TERMS OF REFERENCE

Position Overview:

Description and Background

The office of the Federated States of Micronesia Telecommunication Regulation Authority (FSMTRA) establishes and oversees the rules that govern the telecommunication market and its operators. For that reason, the FSM TRA is seeking to retain an assistant to the ICT & Spectrum Officer to support its ICT needs and regulate the usage of Spectrum in the FSM.

For more information regarding the role description and more information, please visit the TRA website: <https://www.tra.fm/vacancies/>

Key Responsibilities:

The person will be responsible for two separate functions under one role. As the assistant to the ICT officer, he/she will be supporting the ICT & Spectrum officer in managing the operations of the TRA's ICT, implementing, maintaining and extending TRA's applications, infrastructure, hardware, software, servers and data storage to enable TRA to carry out their regulatory role. He/she will also be researching to understand current and emerging technologies which could aid the TRA's regulatory functions.

As the Spectrum Officer, he/she will be supporting the ICT & Spectrum officer in overseeing and operating TRA's spectrum equipment for monitoring and analysis, develop and maintain a spectrum database in the form of a registry, undertake field work across the four states of FSM for information gathering and spectrum updates. He/she will also be assisting and monitoring compliance by the relevant market operators with TRA's rules and regulations & more.

As assistant ICT Officer, he/she will support the ICT & Spectrum Manager in carrying out all the TRA's ICT needs including:

- Managing the operation of the TRA's ICT;



- Implementing, maintaining and expanding the TRA's applications, infrastructure, hardware, software, servers, processes, procedures, data storage and development operations to enable the TRA to carry out their regulatory role;
- Responding to and resolving, in a timely fashion, any ICT problems that arise. This involves troubleshooting, diagnosing and remedying the problem;
- Working with the TRA to maintain security and integrity of their ICT processes. This will involve the development of security processes and standards, and ensuring they are implemented;
- Training staff in effective use of ICT;
- Managing and maintaining the TRA's website;
- Regularly reviewing the TRA's ICT systems to ensure effective functionality; and
- Researching and understanding current and emerging technologies which could aid the TRA in performing its regulatory functions;

As the Assistant Spectrum Officer, he/she will support the ICT & Spectrum Manager in regulating spectrum usage, including:

- Overseeing spectrum equipment owned and operated by the TRA for spectrum monitoring and analysis;
- Developing and maintaining a spectrum database in the form of spectrum register;
- Undertaking field work across the four states of FSM to determine current spectrum users, spectrum use, and other relevant information and to ensure the TRA's spectrum database is updated;
- Develop and oversee necessary spectrum compliance requirements to ensure TRA meets its obligations under the Telecom Act of 2014 and that spectrum operators meet the terms of their license by working closely with spectrum operators;
- Assist with monitoring compliance by the relevant market operators with TRA's rules and license terms;
- Identifying unlawful use of spectrum, advising the TRA on steps to take to prevent unlawful use, and working with unlawful users to terminate their unlawful use;
- Dealing with complaints associated with spectrum use; and
- Attending and supporting the FSM government in terms of its international obligations relating to spectrum;

Qualifications and Experience:

(Mandatory)

The individual must offer the following qualifications and/or experience:

- 2 years of undergraduate study experience;
- Relevant qualifications in engineering, physics or ICT based subjects from an appropriate, and/or skills and learning developed through professional or vocational training;

(Desirable)

It would be desirable if the individual could demonstrate:

- 4 years of undergraduate study experience;
- Experience in supporting ICT systems;
- An interest in radio technology;



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- A strong desire to learn and develop skills and knowledge relevant to the context of a regulator;
- Strong integrity and commitment to acting as part of an independent regulator; and
- Strong organizational, self management, and time management skills.

How to apply

Send curriculum vitae via email to: takuro.akinaga@tra.fm or mail to:

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