



## **EMPLOYMENT OPPORTUNITY: SUMMER INTERNSHIPS**

### ***ABOUT THE COMPANY:***

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The Utilities Regulation and Competition Authority (“URCA”) of The Bahamas came into effect on 1 August 2009 as the converged regulator for Electronic Communications Services (ECS) – covering broadcasting, radio spectrum and electronic communications.

URCA is seeking candidates for three Summer Internship positions within the Policy and Regulation Department and Corporate and Consumer Relations Department. The internships will be based in The Bahamas and will report to the Department Head or designate respectively. The duration of the internship will be 6 weeks starting July 4, 2016

### ***CORPORATE & CONSUMER RELATIONS INTERNSHIP***

#### ***CORE DUTIES***

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The successful candidate will be required to:

Assist with the planning and execution of projects as defined and as they arise, including, publication production, database creation, communication campaigns, news releases, social media management and assist with a range of other communications and administrative duties within the Corporate and Consumer Relations Department, and other projects as assigned.

#### ***QUALIFICATIONS, SKILLS & COMPETENCIES***

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The successful applicant must have:

- Enrollment in a Communications, Public Relations, Marketing or relevant area Degree program from an accredited University/College and completed at least two years.
- Minimum 3.0 cumulative grade point average or equivalent
- A keen interest in public communications and consumer affairs
- Position requires a creative, imaginative and hardworking individual who likes to be challenged
- Good research, communication and inter-personal skills
- Intermediate knowledge of MS Office
- Basic Problem Solving and Analysis skills
- Basic Project and Relationship Management skills
- Intermediate social media skills



## ***TECHNICAL INTERNSHIP***

### ***CORE DUTIES***

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The successful candidate will be required to:

Assist on projects as defined and as they arise, including technical analyses, drafting documents, radio spectrum management and other internal administrative resources used by the Policy and Regulation Department, and other projects as assigned.

### ***QUALIFICATIONS, SKILLS & COMPETENCIES***

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The successful applicant must have:

- Enrollment in a Electrical Engineering, Computer or Network Engineering, or a relevant Information Communications Technology (ICT) Degree program from an accredited University/College and completed at least one year
- Minimum 3.0 cumulative grade point average or equivalent
- Demonstrate a keen interest in research and analysis
- Ability to absorb and support new facts, data and information rapidly
- Good communication and inter-personal skills, and the right attitude to be part of a winning team
- Basic report writing skills
- Basic working ability of MS Office

## ***LEGAL INTERNSHIP***

### ***CORE DUTIES***

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The successful candidate will be required to:

Assist on projects as defined and as they arise, including legal and market research, drafting documents, creation and maintenance of spreadsheets and other internal administrative resources used by the Policy and Regulation Department, and other projects as assigned.

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## *QUALIFICATIONS, SKILLS & COMPETENCIES*

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The successful applicant must have:

- Enrollment in a Law Degree program from an accredited University/College and completed at least one year
- Minimum 3.0 cumulative grade point average or equivalent
- A keen interest in policy and regulation
- Good research, communication and inter-personal skills
- Basic knowledge of MS Office
- Basic Problem Solving and Analysis skills
- Basic Project and Relationship Management skills

## *REMUNERATION & BENEFITS:*

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The URCA is a performance driven organization and offers competitive and attractive remuneration. Further information about URCA can be obtained from the website: [www.urbahamas.bs](http://www.urbahamas.bs)

## *APPLICATIONS:*

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**Interested applicants should email their resume to:** [hr@urbahamas.bs](mailto:hr@urbahamas.bs). Please indicate which internship position you are applying for in the subject line.

Applications should be received on or before **May 20, 2016**. URCA thanks all applicants for their interest but only applicants who have been short-listed and have the qualifications and experience required will be contacted.