



JOB DESCRIPTION

SEQ NO.: POS NO. CP.ICCC08

DEPARTMENT:
Independent Consumer & Competition Commission
OFFICE/AGENCY:

DESIGNATION/CLASSIFICATION:
Regional Manager – Highlands
LOCAL DESIGNATION:
Regional Manager

DIVISION:
Consumer Protection

HIGHEST SUB-ORDINATE:
Investigations Officers

BRANCH:
Highlands

IMMEDIATE SUPERVISOR:
Executive Manager – Consumer Protection Division

SECTION:

LOCATION:
Goroka

HISTORY OF POSITION DETAILS

REF NO:	DATE OF VARIATION	DETAILS

PURPOSE

- Responsible for the management and administration of the Regional Office and operations in order to effectively implement the Commission's function.

ACCOUNTABILITIES

- Accountable to the Executive Manager, Consumer Protection.

MAJOR DUTIES

- Oversee the effective management and implementation of the Commission's prices and complaints monitoring and surveillance programmes in the regional office.
- Oversee the effective management and implementation of the Commission's Consumer Awareness programs, Trade Measurement, quality control & Standards in the regional office.
- Contribute in the development of effective and efficient systems and work programs for the Division in accordance to the Commission's corporate and business plans.
- Contribute to the Division's policy and procedural guidelines including recommendations and initiatives for the effective operations of the Regional Operations.
- Supervise and monitor the operations of Agents appointed by the Commission in the Highlands Region, including the assessment, initial endorsement for payment of allowances where necessary.
- Supervise and manage the staff and assets of the Regional Office in the best interests of the Commission in the regional office.

- Supervise and implement the Commission's other functions on behalf of the other Commission's Divisional functions and activities in the region.
- Collect data and statistics including write up of appropriate operational and administrative reports on the performance of the Highlands Regional Office on an ongoing basis.
- Assist the Division in preparation of management reports on time and too specifications regarding operational and administrative matters in the regional office.
- Act for and on behalf of the Commission as a authorised officer under the provisions of the ICCC, Trade Measurement and Price Regulation Acts including meeting with private sector, public sector and the Provincial and Regional authorities in the region.

REPORTING AND WORKING RELATIONSHIP

INTERNAL

- Report to the Executive Manager - Consumer Protection

EXTERNAL

- Liaise with Divisional Heads on matters affecting the operations of the Commission in the Region.

POSITION AND PERSON SPECIFICATIONS

QUALIFICATIONS

- Appropriate tertiary qualifications with Degree in Business Economics, Commerce or Accounting.

KNOWLEDGE

- Extensive knowledge in prices, surveillance related duties with sound knowledge on Public Services (Management) and Public Finances (Management) Acts.
- Extensive knowledge in the private sector in terms of the management, operations and administration of staff and assets.

SKILLS

- Must possess some technical knowledge, high command of administrative and managerial abilities with good supervision, written and oral presentation.
- Must be computer literate with some knowledge in Power Point Presentation, Excel Spreadsheet and Microsoft Word.

WORK EXPERIENCE

- At least 5 years experience in price monitoring, surveillance, operations and management.

Authorized by: ASSOC.PROF.DR BILLY MANOKA - Commissioner & Chief Executive Officer