



INDEPENDENT CONSUMER & COMPETITION COMMISSION

JOB DESCRIPTION

DEPARTMENT: Independent Consumer & Competition Commission	SEQ NO:	POS NO: CP.ICCC19/21
OFFICE/AGENCY: ICCC	DESIGNATION/CLASSIFICATION: Investigations Officer – Grade 10	
DIVISION: Consumer Protection	LOCAL DESIGNATION: Investigative Officer	
BRANCH: Regional Offices Kokopo	HIGHEST SUB-ORDINATE:	
SECTION: Investigations	IMMEDIATE SUPERVISOR: Regional Manager - Islands	
	LOCATION: Kokopo – East New Britain Province	

HISTORY OF POSITION DETAILS

REF NO:	DATE OF VARIATION	DETAILS

1. PURPOSE

- Responsible for the efficient monitoring, surveillance and enforcement of the ICCC, Price Regulation, Trade Measurement Acts in terms of prices and standards of declared/regulated goods and services, investigation and handling of complaints and other related functions of the Commission in the Islands Region.

2. ACCOUNTABILITIES

- Account to the Regional Manager - Islands Region

3. MAJOR DUTIES

As an authorised officer under the ICCC Act and related standards and practices legislations:

- Conduct inspections, tests, adjustments and reverification of weighing and measuring instruments on their appropriate and legal usage and account for fees collected;
- Compile reports based on information collected with appropriate recommendations/proposals to the Manager on inspections and investigations on weekly and monthly basis;
- Assist in the development and use of new concepts of work programmes and implementation of the Trade Practices Legislations;
- Conduct prices and trading standards inspections, sample purchases, report repeated breaches to the Manager for further action;
- Conduct investigations following complaints using appropriate handling procedures;

- Other roles and responsibilities delegated by the Manager - Islands Region and/or management.

4. REPORTING & WORKING RELATIONSHIPS

a) INTERNAL

- Report to the Manager - Islands Region.

b) EXTERNAL

- Liaise with other Regional Managers, Investigation Officers, Supervisor Investigations, Supervisor Projects, Legal Officer-CPD, etc on matters relating to ICCC functions, Price Regulation, Trade Measurement, Complaint Investigations, Standards and other ICCC responsibilities as delegated by the Regional Manager – Islands Region.

5. POSITION & PERSON SPECIFICATIONS

a) QUALIFICATIONS

- Must be a University graduate with a degree in Business, Economics, Accounting or Food Technology or a higher Public Service Certificate requirements

b) KNOWLEDGE

- Must possess thorough knowledge in the science of weighing/measuring (Legal Metrology) and Health Science as well as some knowledge in investigation work.

c) SKILLS

- Must possess the ability to effectively conduct inspections, investigate, analyse and compile comprehensive reports with minimum supervision.

d) WORK EXPERIENCE

- At least 5 years experience in the field of Business, Management, Legal, Metrology or Health Science as well as experience in some investigation work.

Authorised by: ASSOC.PROF.DR BILLY MANOKA – Commissioner/Chief Executive Officer