



JOB DESCRIPTION

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| <u>DEPARTMENT:</u> Independent Consumer & Competition Commission | SEQ NO.: POS NO.: EXE.ICCC09 |
| <u>OFFICE/AGENCY:</u> | <u>DESIGNATION/CLASSIFICATION:</u> Executive Officer - Grade. 11 |
| <u>DIVISION:</u> Executive Unit/Legal/Secretariat | <u>LOCAL DESIGNATION:</u> Graduate Lawyer or Economist |
| <u>BRANCH:</u> | <u>HIGHEST SUB-ORDINATE:</u> Confidential Executive Assistant to Comm/CEO |
| <u>SECTION:</u> | <u>IMMEDIATE SUPERVISOR:</u> Commissioner & CEO/Corporate Secretary |
| | <u>LOCATION:</u> Headquarters, Port Moresby, NCD |

HISTORY OF POSITION DETAILS

| REF NO: | DATE OF VARIATION | DETAILS |
|----------------|--------------------------|--------------------|
| | 27-Mar-2006 | Revisited/Reviewed |
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PURPOSE

- The position plays a supporting role to the Commissioner and concurrently undertakes training to take over the legal and policy advising duties in competition and regulatory functions.

ACCOUNTABILITIES

- The position reports to the Commissioner & CEO on major policy matters and to the Corporate Secretary on legal matters.

MAJOR DUTIES:

- To ensure legal correctness in half yearly reports, annual reports and other reports consistent with the requirements of the ICCC Act;
- To assist in compiling the Business Plan;
- To assist in the review of the Corporate Plan.
- Ensure matters on risk management are followed through and properly implemented;
- Conduct research on information as directed by the Commissioner;
- Assist in preparations for public workshops and seminars conducted by the Commission;
- Assist in preparing the Commission meeting papers;
- Assist Commissioner in clearing reports and Commission papers, etc for Commission meeting especially on regulatory and competition matters;
- Perform other tasks as directed by the Commissioner including communicating with Consultants;
- Assist Corporate Secretary on issues as well as disciplinary issues upon direction from Commissioner;
- Assist in dealing with consumer matters upon direction from Commissioner;
- Assist the Commission and the Commissioners in the provision of legal advice through the Corporate Secretary on matters relating to the activities of the Commission, including legal advice on competition and regulatory matters arising from the legislation applying to the Commission.

REPORTING AND WORKING RELATIONSHIP

Internal:

- Reports directly to the Commissioner & CEO and to the Corporate Secretary on administrative matters as well as liaise with all Divisional Managers

External:

- Liaises with Associate Commissioners and relevant stake-holders;

POSITION AND PERSON SPECIFICATIONS

QUALIFICATIONS

- Degree in law or Economics.

KNOWLEDGE

- Have deep understanding and appreciation of the Commission's roles, functions and responsibilities as they relate to Consumer & Competition issues;
- Have an understanding of the various Acts and Legislations relative to ICCC functions;
- Have an understanding of the Public Service General Orders and the ICCC Terms & Conditions of Employment including disciplinary procedures;
- Must understand and be able to interpret the various Policies and Procedural Guidelines;

SKILLS

- Must be familiar with various Microsoft Office Packages;
- Must possess research, report writing and presentations skills;
- Must have the ability to communicate at all levels at Commission (Board) and Senior Management;
- Must be an independent, reliable and team-oriented person;
- Must be willing to work extended hours and during week-ends as and when required;
- Must possess basic skills and techniques in analytical and problem-solving.
- Must have skills in interpreting and applying legal and economic aspects of the ICCC Act and state legislation.

WORK EXPERIENCE

- Some previous experience in providing legal and or economic advice and/or interpretation of legislation desirable but not essential.

Authorised by: Associate Professor Billy Manoka (PhD) – Commissioner & CEO