

**JOB DESCRIPTION**

	SEQ. NO: POSITION .NO. RID,ICCC.05
DEPARTMENT	DESIGNATION/CLASSIFICATION Legal Officer – Grade 11
OFFICE / AGENCY: ICCC	LOCAL DESIGNATION: Legal Officer – Regulated Industries
DIVISION: Regulated Industries	HIGHEST SUBORDINATE: Senior Analyst (Regulated Industries)
BRANCH: Regulatory Affairs	IMMEDIATE SUPERVISOR: Manager – Ports/Postal Services & Manager – Electricity/MVIL
SECTION:	LOCATION: Port Moresby

POSITION HISTORY

DATE FILE NO.	DATE OF VARIATION	DETAILS

1. PURPOSE

To advise and co-ordinate the activities of the Division on Legal matters in accordance with the functions of the Commission.

2. ACCOUNTABILITIES

Responsibilities and accountable to the Executive Manager, PRASPD and advise and assist the Manager Regulatory Affairs for the implementation of the activities as per Legal Contract, Service Standards, Codes and the Licenses.

3. MAJOR DUTIES

The major duties to be undertaken by the incumbent are:

- a) Provide technical advice on all Legal matters including among others; legal code, the legal regulatory contract and other technical matters;
- b) Provide technical/engineering advice and assistance to the Division and the Regulatory Affairs Branch in relation to all matters relating to applications for new legal licences, annual tariff reviews, general regulations and assessment of service standard requirements;
- c) Interaction with other Licensees, Government Departments and other key stakeholders on matters relating to the legal aspects;
- d) Liaise with Consumer Protection Division on matters relating to complaints in particular to the regulatory industry; and
- e) Liaise with legal authorities with respect to technical functions relating to Electricity Industry (General) Regulation and including Licensing of Electrical Contractors & Electricians, Approval of Electrical Appliances, and Service & Installations Regulation and any other relevant technical matters under the Harbours Industry Act;
- f) As required, provide internal briefs and reports to the Branch Manager and Management Reports to Senior Management and Commissioners on matters pertaining to the legal aspects of PRASPD;
- g) Any other task as directed and consistent with the ICCC Act and the Laws on Regulatory Contract.

4. REPORTING AND WORK RELATIONSHIPS

- Report to the Manager Regulatory Affairs and advise Executive Manager PRASPD
- Advise the Commissioner, as and when required.
- Liaise with other Divisions.

5. POSITION AND PERSON SPECIFICATION

a) Qualifications:

The minimum entry qualification is: -

- A Bachelor degree in Law;
- Possess other relevant technical qualification; and
- Be a registered member of a recognized legal professional body.

b) Knowledge:

Must possess a high level of knowledge and understanding of:-

- The ICCA Act 2002, Industry Regulation and Licensing procedures.
- A better understanding of the operation of PNG Business environment, market conditions and utility industry operations.
- Better understanding of the functional responsibilities of line agencies and Government Departments, particularly those with responsibilities relating to the legal regulatory industry;
- Basic appreciation of the workings of the Regional and Global lead organizations on competition, regulation, and markets.
- Better appreciation of company & statutory by-laws of state-owned entities.
- Better understanding of Government economic policies and legislations.
- Proficiency on the application of Computer software, especially on Microsoft work and spreadsheet, Power point.

c) Skills:

Ability to demonstrate the following skills

- High degree of maturity, integrity, self-esteem and impartiality;
- Excellent analytical skills;
- Proficient in both written and spoken English;
- Public Relations and inter-personal relations;
- Organizational Skills;
- Team Player; and
- Computer literate.

d) Work Experience:

- At least a minimum of 5 years work experience in the legal regulation industry, working within the industry either in the private or public sectors;
- Sound background knowledge and understanding of economic principles or related business legal practices and conduct would be an advantage.

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