



## INDEPENDENT CONSUMER & COMPETITION COMMISSION

### JOB DESCRIPTION

<b>DEPARTMENT:</b> Independent Consumer & Competition Commission	<b>SEQ NO:</b>	<b>POS NO: CP.ICCC22</b>
<b>OFFICE/AGENCY:</b> ICCC	<b>DESIGNATION/CLASSIFICATION:</b> Investigations Officer – Grade 10	
<b>DIVISION:</b> Consumer Protection	<b>LOCAL DESIGNATION:</b> Investigative Officer	
<b>BRANCH: Regional Offices</b>	<b>HIGHEST SUB-ORDINATE:</b>	
<b>SECTION:</b> Investigations	<b>IMMEDIATE SUPERVISOR:</b> Regional Manager - Momase	
	<b>LOCATION:</b> Lae	

### HISTORY OF POSITION DETAILS

<b>REF NO:</b>	<b>DATE OF VARIATION</b>	<b>DETAILS</b>

#### **1. PURPOSE**

- Responsible for the efficient monitoring, surveillance and enforcement actions for possible breaches of the Consumer Protection and other functions of the ICCC under all of its legislations, in particular the ICCC Act, Price Regulation Act, Trade Measurement Acts in terms of prices and standards of declared/regulated goods and services, investigations and handling of complaints and other related functions of the Commission in Momase Region.

#### **2. ACCOUNTABILITIES**

- Account to the Regional Manager - Momase

#### **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 - Momase Region and/or management.

#### **4. REPORTING & WORKING RELATIONSHIPS**

##### **a) INTERNAL**

- Report to the Manager - Momase 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 Manager – Momase 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**