



JOB DESCRIPTION

SEQ NO.: POS NOs: CM.ICCC07/09/10

DEPARTMENT:
Independent Consumer & Competition Commission
OFFICE/AGENCY:

DIVISION:
Competitive Markets & Fair Trade

BRANCH:
Competitive Markets & Fair Trade

SECTION:

DESIGNATION/CLASSIFICATION:
Senior Analyst – Markets & Fair Trade – Grade 10

LOCAL DESIGNATION:
Senior Analyst

HIGHEST SUB-ORDINATE:

IMMEDIATE SUPERVISOR(S):
Principal Analyst – Markets & Fair Trade

LOCATION:
Port Moresby

HISTORY OF POSITION DETAILS

REF NO:	DATE OF VARIATION	DETAILS
	01.01.2012	

PURPOSE:

The Senior Analyst - Markets & Fair Trade will assist the Principal Analyst - Markets and Fair Trade to provide technical and administrative support to the Executive Manager - CMFTD regarding the daily operations of the Division's functions.

ACCOUNTABILITIES:

Accountable to the Principal- Markets & Fair Trade in the discharge of all responsibilities listed hereunder.

MAJOR TASKS (KRAs):

- Assist the Manager – Markets & Fair Trade and Principal Analysts – Markets & Fair Trades to undertake investigative research and collect data concerning potential and or actual competition issues/cases;
- Assist in undertaking competition effect analysis for complaints, authorisation and clearance applications within set time frames;
- Ensure periodic maintenance of the division's complaints, authorisation, and clearance registers;
- Profile the operations and market characteristics of major businesses/companies;
- Undertake preparation of educational and awareness materials and programs;
- Assist to develop systems and procedures needed for the effective administration and enforcement of the market conduct rules;
- Assist in attending to matters in relation to competition policies/Laws;

- Oversee and undertake research and compilation of developments in competition and regional trade issues;
- Assist to prepare divisional Management Reports, Information and Policy Papers;
- Assist in preparation of Annual Work Program, Business Plans and Corporate Plans;
- Assist with other matters as directed from time to time by the Principal Analyst – Markets & Fair Trade ,Manager – Markets & Fair Trade and the Executive Manager - CMFTD

REPORTING AND WORKING RELATIONSHIP:

Internal

- Reports directly to the Principal Analyst - Markets and Fair Trade;
- Also reports to the Manager-Markets & Fair Trade , Executive Manager – CMFTD and works alongside the Legal Officer, other Principle Markets & Fair Trade Analysts and other co-Senior Markets & Fair Trade Analysts;

External

Liaises with Businesses houses and other relevant Government agencies

POSITION AND PERSON SPECIFICATIONS

QUALIFICATIONS

- Bachelors Degree in Economics/Commerce. Knowledge about PNG's trade and industry sectors is a distinct advantage.

KNOWLEDGE

- Sound understanding of the functional responsibilities of the Commission under the ICCA Act 2002;
- A sound knowledge of regional competition issues/cases and legislations;
- A good understanding of PNG industries and businesses settings;
- An understanding of the functional responsibilities of Government agencies responsible for oversight of competition and related legislations and policies;
- Basic understanding of the workings of the regional and global organisations in competition, trade, markets and consumer welfare matters.

SKILLS AND PERSONAL ATTRIBUTES

- Strong analytical and problems solving skills
- Sound leadership and management skills
- Good inter-personal relationships
- Self-starter with minimal supervision
- Good oral and written communication skills
- Sober habits, mature and honest
- Microsoft office application conversant
- A reliable team player
- Client/Diplomatic Focus
- Ability to work under pressure and on weekends

WORK EXPERIENCE

- A minimum of at least 5 years of work experience in a private or public sectors related field. Experience in dealing with competition matters and exposure to similar regulatory environment is desirable.

Authorized by: Associate Professor Billy Manoka (PhD) - Commissioner & CEO