



INDEPENDENT CONSUMER & COMPETITION COMMISSION

JOB DESCRIPTION & DUTY STATEMENT

	SEQ.NO.	POSITION NO. RGS.ICCC07
DEPARTMENT: INDEPENDENT CONSUMER & COMPETITION COMMISSION (ICCC)	DESIGNATION/CLASSIFICATION: SENIOR ANALYST - GRADE 9	
OFFICE/AGENCY: ICCC	LOCAL DESIGNATION: SENIOR ANALYST	
DIVISION: PRICES & PRODUCTIVITY	HIGHEST SUBORDINATE:	POSITION NO.
BRANCH:	IMMEDIATE SUPERVISOR:	POSITION NO. PRINCIPAL ANALYST
SECTION:	LOCATION: PORT MORESBY	

HISTORY OF POSITION

DPM FILE No.	DATE OF VARIATION	DETAILS

1. PURPOSE:

Responsible for review and assessment of tariff submissions from industries, companies whose Declared Monitored Goods and Services are subject to price control and price justification.

2. ACCOUNTABILITIES:

Accountable for a fair and equitable price levels that is affordable to consumers and earning a satisfactory return to suppliers with minimum impact on economic growth and stability.

3. MAJOR DUTIES

1. Conduct industry studies and evaluation on specified tariff/price submissions (Goods & Services);
 - a) Liaise with companies, industries and other Government organisations;
 - b) Investigating financial statutory accounts, books of records & other documentation to assess financial performance, product costs structure, etc...

2. Assist in the formulation, review & implementation of Pricing Policy/Procedures, criteria, technical considerations and submission formats of Declared Goods and Services.
3. Undertake research and provide advice of further pricing reforms, regulation or de-regulation on Goods and Services.
4. Conduct periodic assessment on the impact of tariff/price increases, amendments to VAT and/or other taxable rates of Goods and Services relative to CPI and the economy.
5. Liaise with other government agencies, Private sector/industries and the international agencies for specific Pricing information.
6. Prepare approval notices, issuance of prices Prices Orders (amendment), Schedules and Press Statements or circulation in accordance with agreed guidelines.
7. Attend to inter-Government and industry meetings and provide briefs.
8. Carry out other duties as directed, consistent with the assistant in conducting monthly tariff reviews and assessing submissions (goods & services) from industries, companies, etc...

4. REPORTING AND WORK RELATIONSHIP:

Report to the Principal Price Analyst Goods and the Assistant Manager Price & Surveillance, Price & Regulatory Affairs Division.

5. POSITION AND PERSONAL SPECIFICATION:

a) Qualifications:

Degree in Economics, Business Economics or Commerce or other equivalent tertiary qualifications.

b) Knowledge:

Must possess a sound knowledge and understanding of : -

- Prices Regulation Act (chapter 320).
- General Prices Order and Amendments issued by the Commissioner.
- Government Economic Policies.
- Public Finance (Management) Act, policies, procedures and systems.
- Company laws, Auditing and VAT/Tax Regulation.
- Computer software Applications especially Microsoft Word and Excel.

c) Skills:

Ability to demonstrate the following: -

- Display a high degree of maturity and integrity.
- Research methodology and investigation ability.
- Ability to undertake critical analysis and evaluations.
- Preparation of NEC & Price Policy submissions.

- Good oral and written communication skills.
- Computer Literate.

d) Work Experience:

A minimum of two (2) years work experience in related functional areas with exposure in business and cost management.

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