

**JOB DESCRIPTION**

	<b>SEQ NO.:</b>	<b>POS NO.</b> FAICCC09
<b>DEPARTMENT:</b> Independent Consumer & Competition Commission	<b>DESIGNATION/CLASSIFICATION:</b> Senior Records Officer Grade: 9	
<b>OFFICE/AGENCY:</b>	<b>LOCAL DESIGNATION:</b> Senior Records Officer	
<b>DIVISION:</b> Finance & Administration	<b>HIGHEST SUB-ORDINATE:</b> Records Officer	
<b>BRANCH:</b> Human Resources	<b>IMMEDIATE SUPERVISOR:</b> Manager Human Resources	
<b>SECTION:</b>	<b>LOCATION:</b> Headquarters, Port Moresby, NCD	

**HISTORY OF POSITION DETAILS**

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

**PURPOSE**

- Responsible for the overall Records & Achieves administration of ICCC in effectively carrying out the Records and filing Administration duties and responsibilities.

**ACCOUNTABILITIES**

- Accountable to the Executive Manager – Finance & Administration & Manager Human Resources in the discharge of all responsibilities entailed herein.

**MAJOR TASKS (KRA):**

- Carry out overall Records & Achieves administration of ICCC;
- Manage effectively the Records & filing Administration work in the Commission;
- Maintain all electronic filing system for the Commission ;
- Administer filing & records for Finance & Administration including Human Resources information system;
- Administer filing & records management for the Executive & Legal Secretariat units;
- Carryout directions issued by the respective Executive Manager & the Manager Human Resources.

**REPORTING AND WORKING RELATIONSHIP****INTERNAL**

- Report to the Executive Manager – Finance & Administration & Manager Human Resources;
- Liaise with Divisional and Branch Managers on Records & Achieves Administration matters affecting the operation of ICCC;

**EXTERNAL**

- Liaise with Departments of Personnel Management and Finance and other Professional Bodies and Institutions on matters relating to the Records & Achieves operation of ICCC.

**POSITION AND PERSON SPECIFICATIONS****QUALIFICATIONS**

- Diploma or Certificate in Records & Achieves Management & Office Administration or any such related field;

**EXPERIENCE**

- 5 years experience in related function with a sound understanding and exposure in electronic filing & records management system with strong training administration background;

**KNOWLEDGE**

- Must have a sound knowledge and understanding and appreciation of the various Act and Legislations relative to ICCC roles and functions;
- Knowledgeable with all records management systems ;

**SKILLS**

- Demonstrated ability to work with less supervision and under pressure and to prescribed deadlines;
- Be a self-starter and a team-player with demonstrated leadership qualities;
- Mature, innovative, analytical and of sober habits;
- Must possess strong administrative skills and ability in multi-skilling with excellent interpersonal and communication skills;
- Demonstrated proficiency in Microsoft Office Applications (Word, Excel, Access, Power-Point);
- Familiar with electronic filing records system.

**AUTHORISED by: Assoc.Prof.Billy Manoka, (PhD)  
Commissioner/CEO**