1. PURPOSE
To advice and co-ordinate the activities of the Division on Postal Services 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 Harbours 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 Harbours matters including among others; licensing of electricity undertakers, electricity code, the electricity regulatory contract and other technical matters on the electricity industry.
   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 electricity undertaker’s licences, annual tariff reviews, general regulations (electricity) and assessment of service standard requirements;
c) Interaction with PNG Harbours, other Licensees, Government Departments and other key stakeholders on matters relating to the electricity industry and their operation and functions;
d) Liaise with Consumer Protection Division on matters relating to complaints in particular to the electricity industry; and
e) Liaise with PNG Harbours 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 electricity industry;
g) Any other task as directed and consistent with the ICCC Act, Harbours Industry Act and the Harbours Regulatory Contract.

4. REPORTING AND WORK RELATIONSHIPS
   • Report to the Manager Regulatory Affairs and advice 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 Economics;
   • Possess other relevant technical qualification; and
   • Be a registered member of a recognized professional body.

b) Knowledge:
   Must posses a high level of knowledge and understanding of:-
   • 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 electricity 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 electricity industry regulation, working within the electricity industry either the private or public sectors;
   • Sound background knowledge and understanding of economic principles or related business practices and conduct would be an advantage.

Authorised by the Commissioner/CEO – DR. BILLY MANOKA - PhD