INDEPENDENT CONSUMER & COMPETITION COMMISSION

JOB DESCRIPTION

POSNO.: CMFT.ICCC07

DEPARTMENT: Independent Consumer & Competition Commission

DESIGNATION/CLASSIFICATION: Principal Analyst - Grade. 11

DIVISION: Competitive Market and Fair Trade

HIGHEST SUB-ORDINATE: Senior Analyst Market

LOCATION: Headquarter, Port Moresby, NCD

IMMEDIATE SUPERVISOR: Manager Markets

HISTORY OF POSITION DETAILS

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<td>01.01.2014</td>
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PURPOSE:

The Principal Analyst will assist the Manager – Markets to provide technical and administrative support to the Executive Manager CMFTD regarding the daily operations of the Division’s functions.

ACCOUNTABILITIES:

Accountable to the Manager – Markets and the Executive Manager CMFTD in the discharge of all responsibilities listed here under.

MAJOR DUTIES

- Undertake investigative research on actual market conduct complaints to promote and encourage competition;

- Assist in undertaking competition effect analysis for complaints, authorisation and clearance applications within set time frames;

- Undertake investigative research of potential anti-competitive trade practises to promote fair trade and the interest of consumers or persons negotiating or considering the acquisition of goods and services;
• Ensure periodic maintenance of the division’s complaints, authorisation and clearance registers;

• Undertake preparation of educational and awareness materials and programs.

• Maintain profiles of major businesses / companies operation and market characteristics;

• Assist to develop systems and procedures needed for the effective administration and enforcement of the market conduct rules;

• Oversee and undertake research and compilation of developments in competition and regional trade issues;

• Prepare divisional management reports, Information and Policy Papers;

• Assist in preparation of Annual Work Program, Business Plans and Corporate Plans;

• Provide supervision to the Senior Analysts;

• Assist with other matters as directed from time to time by the Manager – Markets and the Executive Manager – CMFTD

REPORTING AND WORK RELATIONSHIP:

Internal
  o Reports directly to the Manager Markets;
  o Also reports to the Executive Manager – CMFTD and works alongside the Legal Officer, other Principal Analysts and Senior Analysts;

External
  o Liaises with Business Houses and other relevant Government Agencies.

POSITION AND PERSON SPECIFICATION:

QUALIFICATIONS
• Bachelors Degree in Economics/Commerce, Business Economic. Knowledge about PNG’s trade and industry sector is a distinct advantage.

KNOWLEDGE:

• Sound understanding of the functional responsibilities of the Commission under the ICCC Act 2002;
• A sound knowledge of regional competition issues / cases and legislations;
• A good understanding of PNG industries and business 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 problem 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 enviroment is desirable

Authorized by: Dr. Billy Manoka - Commissioner & CEO