

## **Job Description**

**Job Title: Competition Policy Officer**

**Reports to: Director**

**Ministry: Ministry of Tourism, Industry and Commerce**

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### **Background:**

The Competition and Consumer Affairs Commission (CCAC) is an agency under the Ministry of Tourism, Industry and Commerce. The CCAC is responsible for administering and enforcing the provisions of the *Competition and Fair Trading Act Cap. 90:07* (CFTA) and the *Consumer Affairs Act No. 13 of 2011* (CAA). The main objective of the CCAC is to ensure that consumer affairs and free and fair competition are evident in production, trade and commerce in Guyana.

### **Details of the Post:**

The Competition Policy Officer is responsible for managing the Competition Policy Unit of the CCAC.

### **List of duties:**

- Overseeing investigations concerning the conduct of business in Guyana in connection with matters falling within the provisions of the CFTA for presentation to the Commission.
- Continuous monitoring of the:
  - a. CFTA and other related Acts, Regulations and standard forms;
  - b. changes and interpretation in equivalent Acts, Regulations, standard forms in member countries and amendments in the corresponding CARICOM regimes;
  - c. best practices elsewhere, in relation to competition and fair trading and consumer protection; and
  - d. relevant cases in the CARICOM jurisdiction and selectively relevant cases from outside of the region.
- Attending meetings, hosting consultations and answering queries.

- Liaising and networking with CARICOM institutions including the CARICOM Competition Commission and representatives of regulatory bodies.
- Proposing amendments & development of legislation and other relevant policy documents.
- Participating in all CCAC outreach activities and events.
- Compiling and delivering required, regular and occasional reports as may be requested by the Director.
- Any other duties so assigned by Director.

**Qualifications and experience:**

- A University Degree in finance, business, economics, accounting or any equivalent professional qualification.
- Knowledge of Commercial, Regulatory and Competition Law and Policy would be an asset.
- At least three years of work in at least a supervisory position. Work experience in a regulatory environment would be a definite asset.
- Excellent communication and strong report writing skills required.
- Proven leadership ability and high levels of initiative and problem solving.
- Excellent computer skills and proficiency in Microsoft applications, especially Excel.

**Duration of employment:**

The Officer shall be appointed for a period of 1 year. Thereafter, the CCAC may, by mutual agreement, extend the contract of the Officer as it sees fit.

**Remuneration:**

The Officer shall be paid a remuneration commensurate with qualifications and experience. The Officer may be entitled to a 22.5% gratuity calculated on a half-yearly basis, an annual vacation allowance equivalent to one month's basic salary and 25 working days annual leave. The option is also available to sign up for a 30% contributory Group Health and Life Insurance.