

Job Description

Job Title: Director

Reports to: Board of Commissioners

Ministry: Ministry of Tourism, Industry and Commerce

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 Director is responsible for directing the day-to-day business of the CCAC in administering the CFTA and CAA and supervising the staff of the CCAC.

List of duties:

- Overseeing the enforcement of the CFTA and the CAA which includes investigations, regulating and compliance.
- Managing the CCAC in a manner consistent with the CFTA/CAA, the decisions of the Commissioners, best practices, and the Secretariat's manuals.
- Providing effective leadership to the organization to ensure that it remains focused on its mandate and results-oriented.
- Managing performance of the organization including the development of performance targets and SMART performance indicators; preparation of annual work plans and budgets; approval of work plans for each member of staff (also to include SMART performance indicators); monitoring and evaluating the achievement of planned performance; and preparation of regular reports.
- Investigating and evaluating business practices that adversely affect the proper functioning of the market or the interests of consumers.

- Formulating appropriate recommendations to the Commissioners and or the portfolio minister, on appropriate remedies.
- Liaising with stakeholders, the judiciary and other public and private sector agencies relevant to the mandate and operations of the CCAC.
- Advising through CCAC, the Government and in particular the Minister of Tourism, Industry and Commerce on policy, legal, institutional and other issues about the CCAC and its mandate.
- Liaising with the CARICOM Competition Commission and other national Competition Commissions in discharging the mandate of Chapter 8 of the Revised Treaty of Chaguaramas and CFTA/CAA.
- Any other duties so assigned by the Board of Commissioners.

Qualifications and experience:

- Master's degree or equivalent professional qualifications in one or a combination of Economics, Law, Finance, Business or closely related fields.
- 10 years of senior management work experience with good employee experience management and leadership skills.
- Knowledge of competition and fair-trading issues and consumer protection policies.

Duration of employment:

The Director shall be appointed initially for a period of 3 years.

Remuneration:

The Director shall be paid a remuneration commensurate with qualifications and experience. The Director shall also be paid monthly allowances such as telephone, entertainment and duty. The Director 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.