

## JOB DESCRIPTION

<b>Incumbent Name:</b>		<b>Emp No:</b>	
<b>Job Title:</b>	Competition Officer	<b>Position Type:</b>	Fulltime
<b>Department:</b>	Competition	<b>Salary scale:</b>	Band
<b>Location:</b>	FCCC Suva Office	<b>Region</b>	Central/Eastern
<b>Directly Reporting To:</b>	1. Manager Competition	<b># of Reports:</b>	N/A

### Organisation Summary

The Fijian Competition & Consumer Commission (FCCC) is an independent statutory body established under Section 7 of the FCCC Act 2010 that promotes effective competition and informed markets, encourages fair trading, protects consumers and businesses from restrictive practices, controls prices of regulated industries and other markets where competition is lessened or limited.

### Purpose & Nature of the Role

The Competition Officer will be accountable to the Manager and will assist the Competition department to achieve its stated objectives in FCCC's Strategic Plan by providing its expertise skills. Competition Officer must have the ability to communicate effectively, verbally and in writing, to clearly express logically reasoned ideas and be able to think clearly and assess matters promptly to solve problems within reasonable period. The Competition Officer must report directly to the Manager through Senior Competition Officer. He/she must also inform the Manager about important issues and material violations of the FCCC policies, regulations, and the Law.

The Competition Officer will be responsible to receive and investigate matters affecting competition in the market which shall be received from consumers, businesses, and relevant stakeholders. The incumbent will provide advice and expertise to Senior Competition Officer, Manager, and other staff on a range of competition issues, methods, test and approaches. Such task should be facilitated by the officer as per the required set of Skills (Communications/ Planning/ Self-Management/ Technology/Practical/ Administrative/ Technical/ Investigation) for the job.

### Key Result Areas (KRA's)

- Attending to businesses and stakeholders to clarify their issues relating to anti-competition matters.
- Receiving and assessing complaints to ascertain possible case of anti-competitive concerns.
- Conduct competition market assessment and investigations of anti-competitive matters under the laws.
- Undertake Mergers and Acquisitions assessment and formulating the assessment reports
- Engaging in educating businesses and consumers on the competition laws and its benefits.

- Undertake investigations into general and specific matters of anti-competitive matters under the FCCC Act 2010.
- Recommending accurate and sound advice for the advancement of FCCC.

### **Key Accountabilities**

- The duties and functions that the Competition Officer is expected to handle incorporates (but is not limited to):
- Perform various general administrative duties (like receiving and assessing complaints, registering it in CMS, conducting investigation and market assessment, and updating parties on the progress of the matter.
- Perform case assessments and prepare investigation plan outlining possible breaches of the FCCC Act 2010 which specifies each element of the provision with required evidence.
- Monitor compliance of the Act, regulations, guidelines, and internal policies of FCCC.
- Carry out investigation on restrictive trade practices/anti-competitive matters in relation to matter that hinders or shall likely hinder competition in the market.
- Assess anti-competitive matters against the provisions of the Act and investigate thereafter for irregularities and anticompetitive issues.
- Identify proposed Merger and Acquisition transaction in Fiji and ensure that they are informed of the competition laws expressed in the FCCC Act 2010.
- Assess and conclude proposed Merger and Acquisition application received by FCCC in a timely manner.
- Provide opinion and comprehensive research pertaining to competition matters to Manager and Senior Competition Officer for further deliberation and action.
- Assist in developing, maintaining and coordination internal competition review and monitoring activities, including periodic reviews of departments.
- Assist in developing, coordinating, and participating in a multifaceted educational and training program that focuses on the elements of the competition program, and seeks to ensure that all appropriate employees, management, consumers and traders are knowledgeable of, and comply with, pertinent Act and FCCC guidelines.
- Ensuring that the investigation findings pertaining to cases are recorded and followed up until matter is remedied and issues are rectified.
- Ensure that the investigations are conducted as per the process and procedure outlined in the Standard Operating Procedure (SOP) of FCCC.
- Contribute by providing feedbacks to robust and effective competition controls mechanism against Restrictive Trade Practices.
- Assist in reviewing marketing materials, print media, presentations, and websites to ensure competition in the market with regulatory requirements of FCCC.

- Assist line Management to comply with applicable statutory, regulatory, and supervisory requirements and to avoid sanctions related to market conduct.
- Assess new laws and regulations and stay abreast of all legislative and regulatory developments both locally and globally that might have an impact on the competition.
- Monitor non-compliance of competition related provisions of the Act and escalate any issues where non-compliance is not addressed.
- Assist in the gathering of internal information in response to regulatory requests and sector study purposes.
- Perform other related duties as assigned.
- Ensure all Occupational Health & Safety procedures are followed according to the Health and Safety at Work Act 1996 while carrying out hazardous work outside or within the Office Premises.
- Ensure all the hazards concerning the area of work are highlighted prior to the Department Manager.
- Ensure Innovation and continuous improvement and business excellence strategies are implemented on a random basis to achieve the desired outcome of FCCC.
- Any other duties that may be assigned by the Supervisor within the scope of the Competition Officer role.

### **Key Performance Indicators (KPI's)**

Refer to Annual KPI set every Financial Year

### **Qualification**

A degree in Law, Economics, Accounting or similar studies in any other relevant field.

### **Knowledge and Experience**

- At least 2-3 years work experience in a similar role.
- Ability to work as part of a team and in partnership with other services/officers
- Excellent organisational skills and the ability to produce quality work to tight deadlines
- Excellent interpersonal skills including the ability to relate well with others, communicating information confidently with people at all levels.
- Excellent copywriting and proofreading skills.
- Understanding of equality and diversity and commitment to its application in this area.
- Ability to cope under pressure, with minimum supervision and ability to prioritize workloads.

## Skills and Abilities

- Quality (Accuracy) of work.
- Quantity (No. of cases actioned and concluded).
- Completeness (work to be fully complete, attentive to details, consistent, thorough).
- Judgment (Tactful, displays sensitivity common sense, maintains confidentiality, makes sound decisions, sizes up situations, takes appropriate actions).
- Creativity (Innovative, generates ideas/solutions, develops new options, suggest improvements, willing to try new ideas/concepts).
- Problem Solving (Troubleshoots, quick insight & able to learn, handles complex cases, analytical, gets to the point quickly).
- Customer Services (Attentiveness; Knowledge of FCCC Act, SOP, process & procedure; ability to communicate clearly; ability to manage the traders & consumers).
- Initiative (ability to initiate things independently, self-starter, shows enthusiasm).

## Risk and Compliance

- Timely submission of reports/information papers
- Comply with FCCC's work policy (Human resource policy, Standard Operating Procedures).
- Health and Safety at Work Act 1996/FCC Act 2010
- Work in compliance with company policies and procedures, relevant employment laws.

## Key Challengers / Success Factors

- Ability to track for information from sources relating to a particular activity.
- Ability to stand his/her ground when seeking information.
- Ability to carry out investigations in a timely manner.
- Ability to assess the cases and identify elements of case and provision of Act.
- Good communication and analytical skills.
- Ability to write clear, concise, robust and balanced research reports.
- Ability to diplomatically handle sensitive situations with stakeholders and cultivate productive relationships.

## Internal / External Relationships

### Internal

- CEO, GMs and all Managers
- All Staff

### External

- Relevant stakeholders & Other relevant Government Ministries and local Institutes

**Authority Level**

**Financial Authority Level**

Not Applicable

**Human Resources**

Through the Human Resources Self Service Portal (myHRhub), you are required to manage your personal details together with Leave Management, while ensuring the Organisational Human Resources Policies are followed at all times.

**Proviso**

The Job Description and KRA's in this contract with a view that upon review at any time within the contractual period engaged with FCCC, it can be altered, changed or extended with added responsibilities. Any such proposed changes will be in consultation with the concerned staff, Department Manager and Human Resources.

**APPROVAL and ENDORSEMENT**

<b>Name of Incumbent</b>	<b>Date:</b>	<b>Signature:</b>
<b>Name of Department Manager</b>	<b>Date:</b>	<b>Signature:</b>
<b>Manager Human Resources Name</b>	<b>Date:</b>	<b>Signature:</b>

*Note: These responsibilities are exhaustive. From time to time it may be necessary to change position requirement in response to changing nature of our work environment, including technological requirements or statutory changes. Such change maybe initiated as necessary by your Manager or General Manager and will be discussed with you.*