

JOB DESCRIPTION

Incumbent Name:		Emp No:	
Job Title:	Competition Analyst	Position Type:	Fulltime
Department:	Competition	Salary scale:	Band 5
Location:	FCCC Suva Office	Region	Central/Eastern
Directly Reporting To:	1. Manager Competition 2. Senior Competition Economist 3. Senior Competition Officer	# of Reports:	3

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 Analyst will be accountable to the Senior Competition Economist, Senior Competition Officer and/or the Manager Competition and will support the Competition Department in achieving its stated objectives under the FCCC's Strategic Plan by providing its expertise skills in terms of but not limited to financial, economic, quantitative and data analysis. Competition Analyst 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 monitor, analyse and report on assessments, market studies and investigations within reasonable period. The Competition Analyst must report directly to the Senior Competition Economist, Senior Competition Officer and/or the Manager Competition. He/she must also analyse and inform the Senior Competition Economist, Senior Competition Officer and/or the Manager Competition about important issues and material violations analysed relating to FCCC policies, regulations, guidelines and the Law.

The Competition Analyst will be responsible for gathering, interpreting complex data and developing appropriate actions relating to competition investigations, studies and assessments in the market. The incumbent will provide advice and expertise to the Manager Competition, Senior Competition Economist, Senior Competition Officer and other staff on data interpretation relating to competition issues identified in the market(s). Such tasks should be facilitated by the officer in accordance with 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 on results on data analysis relating to Restrictive Trade Practices matters [contracts, arrangements or understandings restricting dealings or affecting competition, contracts, arrangements or understandings in relation to prices, covenants affecting competition, covenants in relation to prices, restriction on conduct that hinders or prevents the supply of goods or services to others, prohibition of contracts, arrangements or understandings effecting supply or acquisition of goods or services, misuse of market power, anticompetitive conduct, collective tendering, exclusive dealing, resale price maintenance, resale price maintenance in relation to services, price discrimination, dominant mergers and acquisitions].
- Assisting Competition Officer(s) and Investigator in analyzing and interpreting financial, economic and other relevant data received to assess cases of Restrictive Trade Practices.
- Conduct analysis of market assessment, studies and investigations of Restrictive Trade Practices under the laws.
- Undertake financial, economic and data analysis of Mergers and Acquisitions assessments and assist in formulating comprehensive assessment reports.
- Provide economic and analytical input and undertake research relating to competition matters for consideration by the Senior Competition Economist, Senior Competition Officer and/or Manager Competition.
- Assist in reviewing and monitoring undertakings, commitments and remedies arising from competition matters, including supporting the development and implementation of compliance monitoring activities.
- Engaging in educating businesses and consumers on any analysis that demonstrates Restrictive Trade Practices.
- Undertake analysis and provide interpretation into general and specific matters of Restrictive Trade Practices [anti-competitive matters and others] under the FCCC Act 2010.
- Recommending accurate and sound advice for the advancement of the Competition Department and the FCCC.

Key Accountabilities

The duties and functions that the Competition Analyst is expected to handle incorporates (but is not limited to):

- Perform various duties including receiving and assessing complaints, registering them in CMS, conducting financial, economic and data analysis in investigations, market studies and assessments,

preparing relevant analytical reports, and updating parties on the progress of the matter.

- Undertake financial, economic and data analysis to support the assessment of potential competition concerns and assist in identifying relevant evidence and information required for further assessment.
- Monitor compliance of the Act, regulations, guidelines, and internal policies of FCCC.
- Carry out analysis of the markets to identify any restrictive trade practices/anti-competitive matters in relation to matter that hinders or shall likely hinder competition in the market if during analysis Restrictive Trade Practices such as but not limited to anticompetitive practices are predicted.
- Assist in investigating any irregularities in any furnished data.
- Undertake financial, economic and data analysis of markets relating to Merger and Acquisition transactions and contribute to accurate and timely reporting.
- Assess and report on markets relating to proposed Merger and Acquisition application received by FCCC in a timely manner.
- Assist in conducting market studies, research and other analytical work undertaken by the Competition Department.
- Contribute to the development and review of competition guidelines, analytical tools and internal procedures as required.
- Assist in developing, maintaining and coordinating 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 and market studies, assessment/data analysis pertaining to cases are recorded and followed up until matter is remedied and issues are rectified.
- Ensure that the analysis is conducted as per the process and procedure outlined in the Standard Operating Procedure (SOP), the Procedures and Guidelines of FCCC.
- Contribute by providing feedback to robust and effective competition controls mechanism against Restrictive Trade Practices.
- Assist in analyzing 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 Senior Competition Economist and/or 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 Analyst role.

Key Performance Indicators (KPI's)

Refer to Annual KPI set every Financial Year

Qualification

A degree in Economics, Finance, Accounting, Statistics or a related field.

Knowledge and Experience

- Minimum of 3 years of work experience in a similar role or related field.
- 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.
- Productivity (Ability to manage and progress assigned matters and analytical outputs efficiently and within agreed timelines).
- Economic and Data Analysis (Ability to analyse and interpret financial, economic and quantitative information relevant to competition matters).

- 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 and guidelines; 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 analysis/reports/information papers
- Comply with FCCC's work policy (Human resource policy and Standard Operating Procedures).
- Health and Safety at Work Act 1996 and FCCC 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 analysis in a timely manner.
- Ability to communicate economic and analytical findings clearly to officers from different professional disciplines.
- Ability to assess the data/cases and identify concerns in relation to the 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

Name of Incumbent	Date:	Signature:
Name of Department Manager	Date:	Signature:
Manager Human Resources Name	Date:	Signature:

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.