

JOB DESCRIPTION

Incumbent Name:		Emp No:	
Job Title:	Senior Market Analyst – Pricing, Policy & Planning	Position Type:	Fulltime
Department:	Pricing, Policy & Planning	Salary scale:	Band 7
Location:	FCCC Suva Office	Region	Central, Eastern
Directly Reporting To:	<ol style="list-style-type: none"> 1. Manager Price Control & Monitoring 2. General Manager Regulation 	# of Reports:	5 <ul style="list-style-type: none"> • MA-Pricing • Policy & Research Officer • AMA- Pricing*2 • GT

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 of the Role

The Senior Market Analyst – Pricing, Policy & Planning is responsible under the supervision of Manager Price Control and Monitoring. The purpose of the role is to provide strategic advice and recommendations on pricing structure, ensuring competitive regulation and policies to support the strategic plan of the department & organization.

Nature & Scope

The role involves target market assessments, development and review of pricing strategies, policy impact and evaluation assessment, verifications of reviews and market data including, surveys activities to achieve the Strategic Goal. Collaborative approach with cross-department on regulatory matters and the role provides high impact insights and direction for the executives decision-making and long term planning. In addition, the Senior Market Analyst – Pricing, Policy & Planning is responsible to undertake independent analysis and research as well as providing technical assistance in tasks for the department, providing strategic advice and market pricing and investigations, budget responsibilities as well as monitoring and evaluation role for the Department.

Key Result Areas (KRA's)

- Achievement of Department Output.
 - Achievement of targeted outputs as per Department plan;
- Market Analysis
 - carry out in-depth market analysis including supply chain, pricing structure and consumer behavior.

- deliver actionable objective to support strategic pricing whilst aligning to the provision of the FCCC Act 2010.
- Development and Review of Pricing Strategy/Framework
 - Evaluate existing Pricing Strategy and provide necessary strategy recommendations.
- Policy Impact Assessment
 - Conduct Impact assessment of existing policies and make necessary recommendations on regulatory policy changes.
 - Provide data-driven policy directions and recommendations
- Ensure that the strategies proposed align with the FCCC objective at the same time contribute to long term planning.
- Take the lead role in stakeholder engagement (internally and externally) whilst ensuring a collaborative engagement is maintained.
- Maintain and enhance department reports (weekly, monthly, specific reports, Annual reports) including dashboards and other reporting tools.
- Monitor changes in regulatory landscape to ensure pricing & policy strategies are aligned.
- Liaise on pricing matters with relevant external stakeholders.
- Identify and recommend process improvements in pricing and analysis methodologies.

Key Accountabilities

- Assist Manager in the overall operational, budgetary and financial responsibilities and activities of the Department.
- Analyze financials information to produce forecast of the market/businesses, industry and economic conditions for use in the FCCC Decision Making.
- Leading role in collecting data and information relevant to research activities assigned using a variety of research techniques and applications, ensuring that statistical accuracy is valid;
- Monitor international market trend of imported commodity and ensuring that the local prices reflect changes in the international market.
- Carry out operational, financial and efficiency audits of firms under the price control regime.
- Review and prepare Commission Board Paper, research reports, articles and other materials not limited to price surveys and processing of price submissions.
- Evaluate and track the regulatory expiry dates for Price Control Orders and preparing necessary papers with appropriate recommendations.
- Carry out substantial market power (SMP) analysis and making necessary recommendations to the FCCC or submission to the Board.
- Supervise the review of trader's submissions in a timely manner;
- Achievement of the turnaround processing time of price review submissions.

- Data on relevant market survey, site visits, feedback and statistical data in order to support the objectives of the FCCC and the daily Compilation of Basic food items and hardware price authorization board papers;
- Complete adherence to Fijian Competition and Consumer Commission Act 2010;
- Maintaining work ethics are adhered to at all times during out on the field.
- Carried out research working terms of needs for FCCC;
- Conduct Training & Development for the Department;
- Provide assistance to the Media & Communication officers in drafting Press releases from pricing end.
- Prepare and submit reports and periodic reports as required and assist in ensuring that the relevant departmental targets are completed on time in accordance with established procedure.
- 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.
- Carry out any other duties as and when required and in line with the FCCC Act 2010.

Key Performance Indicators (KPI's)

Refer to Annual Key Performance Indicators set Annually

Qualification

A bachelor's degree is required in Accounting, Economics, Finance, Data Analytics, Public Policy or a Postgraduate or Masters degree in the above field is preferred with equivalent and relevant experience in the area of price control, pricing strategy, policy impact analysis, financial analysis, market surveillance and project management. Candidates to at least have a minimum of 3 years' experience in pricing role, market analysis and planning & policy development.

Knowledge and Experience

- Comprehensive work experience of 3 - 5 years and above in market analysis, pricing strategy, financial planning and regulatory assessment.
- Good Audit skills
- Good investigation skills will be an added advantage;
- Strong Leadership skills
- Excellent listening, interpersonal, written and oral communication skills.
- Uphold & adhere to FCCC principles and values.
- An energetic, creative, and collaborative approach to working and problem solving.
- Must be able to work in a team environment as well as independently.
- Able to prioritize, anticipate, and deliver multiple, sometimes competing objectives under tight deadlines.

- Ability to handle complex issues/ fraudulent and investigation.
- Ability to work on own initiative or as part of a team.

Skills and Abilities

- Good or advance Analytical and Modeling Skills.
- Exceptional report writing skills;
- Good in forecasting and use of data tool.
- Strong understanding of pricing frameworks and regulatory guidelines.
- Ability to complete work with limited instructions and as per the requirement.
- Must be honest, ethical and law abiding.
- Be able to exercise critical thinking skills and demonstrate clearly and concise written communication
- Independently Conducting inspections if required
- Good communication, problem solving and analytical skills.
- Ability to write clear, concise, robust and balanced research reports.
- Ability to mentor Analysts.
- Be able to work to deadlines, be highly organized and have the ability to work under pressure.
- Good interpersonal skills;
- Promote Team building within the Organisation;
- Promote conflict resolutions Ability to track for information from sources relating to a particular activity.
- Ability to stand his/her ground when seeking information.
- Willing to travel to other locations.

Risk and Compliance

- Challenges in timely release of prices and Carrying out market research .
- 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/FCCC Act 2010.

Key Challengers / Success Factors

- Able to work with minimum supervisions and ultimately able to assist the department in the absence of Department Manager;
- Excellent listening, interpersonal, written and oral communication skills,
- Adhering to principles and values;
- An energetic, creative, and collaborative approach to working and problem solving;
- Must be able to work in a team environment as well as independently.
- Able to prioritize, anticipate, and deliver multiple, sometimes competing objectives under tight deadlines.
- Ability to handle complex issues/ fraudulent and successful investigation

Internal / External Relationships

Internal

- CEO, GM, All Managers including Regional Managers, Coordinator Operations
- Senior Officers
- All staffs

External

- Relevant stakeholders & Other relevant Government Ministries and local Institutes

Authority Level

Financial Authority Level

The incumbent will be responsible for ensuring that activities undertaken by him/her are well within the budgetary allocation and FCCC's financial regulation.

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.

EQUAL OPPORTUNITY STATEMENT

FCCC aims to ensure that no prospective or actual employee is discriminated against on the basis of race, sex, nationality, marital status, sexual orientation, employment status, class, disability, age, religious belief or political persuasion, or is disadvantaged by any condition or requirement, which is not demonstrably justifiable.

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: This job description may be reviewed annually and updated as often as necessary.