FIJIAN COMPETITION & CONSUMER COMMISSION

JOB DESCRIPTION

Incumbent Name:		**Emp No:**	
Job Title:	Assistant Market Analyst – Infrastructure	**Position Type:**	Fulltime
Department:	Economic Regulations	**Salary scale:**	Band 4
Location:	FCCC Suva Office	**Region**	Central/Eastern
Directly Reporting To:	1. Manger Economic Regulations 2. Senior Market Analyst - Infrastructure	**# of Reports:**	NA

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 Assistant Market Analyst – Infrastructure (AMA - I) is responsible to work under the supervision of Senior Market Analyst - Infrastructure (SMA - I). The purpose of this role is to assist Senior Market Analyst - Infrastructure and Market Analyst – Infrastructure in providing an independent analysis of the infrastructure sectors and other regulated industries, conduct market research, gather information from regulated industries, analyse, monitor the regulatory environment including new developments and make recommendations to the FCCC on relevant policy changes.

The incumbent is also required to assist its Senior Market Analyst - Infrastructure and Market Analyst – Infrastructure in developing regulatory framework, regulatory price review models and propose policy recommendations based on independent assessment, in absence of Senior Market Analyst - Infrastructure. The incumbent is also required to conduct all administrative and reporting task for the infrastructure stream, as well as perform any other task assigned by the Senior Market Analyst and Manager Economic Regulations.

Nature of the Role

The Assistant Market Analyst- Infrastructure will work closely with the Market Analyst – Infrastructure and Senior Market Analyst – Infrastructure for the assessment and effective implementation of economic regulation activities.The incumbent is responsible for carrying out preliminary research, gather information as Commission officer, analyse and monitor the regulatory environment of the infrastructure sector market including new developments and making recommendations to the FCCC on relevant policy changes.

The role requires working with large datasets, financial and economic models and stakeholder input to support the development and implementation of regulatory framework and determination of regulated tariffs, charges and ex-factory price. The incumbent will also be required to achieve the required objectives specified in the strategic plan, by ensuring regulatory compliance with FCCC's key performance indicators and the administration of the work under the FCCC Act 2010 relating to Infrastructure Sectors and Industries.

Key Result Areas (KRA's)

- Achievement of targeted outputs as per Department plan.
- Gather information from regulated industries, as Commission officers, analyze and interpret data relating to target market, industry trend analysis to support the department's deliverables.
- Assist in performing data analysis for trend and market movements under the SMA supervision.
- Track and summarize policy and regulatory change which impact the departments deliverables.
- Research and Analysis.
- Provide analytical and administrative support to SMA and the team in cross-functional projects.
- Contribute to forecasting of market.
- Assist in the timely submissions of Monthly and Quarterly report and Annual Report.
- Recommendation corrects and sound advice to the FCCC
- Timely Reports and Reviews.
- Assist in the implementation of policy intent.
- Assist in the quick turnaround time for tasks given by Market Analyst and Senior Market Analyst.
- Ensure adherence to the requirements of Fijian Competition and Consumer Commission Act 2010.

Key Accountabilities

- Support the Market Analyst and Senior Market Analyst in the delivery of the Department Output.
- Conduct market analysis in relation to both the regulated & non-regulated market.
- Gather information pursuant to the provisions of FCCC Act 2010 related to sector review and conduct an independent assessment and reviews of regulated industries, to determine the regulated tariff, fares, charges and ex-factory price.
- Conduct price control order reviews for regulated industries in Fiji in consultation with the Competition Team, and share information related to competition assessment via shared drive, with restricted access to Infrastructure, Competition Officer, Manager Economic Regulations and Manager Competition.
- Assist Market Analyst and Senior Market Analyst in preparing Regulatory Framework, developing regulatory models and evaluate rate applications and determine the prices at which regulated companies in the Infrastructure and other sectors should be syndicated and offered to the public. Present all regulatory findings to Manager Economic Regulations as and when required, in absence of Senior Market Analyst and Market Analyst.

- Assist Market Analyst and Senior Market Analyst in carry out the development of the regulatory framework and take the lead in implementing economic regulation of the Infrastructure and other sector, as assigned including undertaking audits and reviews to ensure regulatory compliance to FCCC Act 2010 and other frameworks/guidelines.
- Assist Market Analyst and Senior Market Analyst in setting regulatory targets via performance-based regulations on regulated industries in form of Enforceable Undertakings, monitoring frameworks and relevant regulatory and technical measures to ensure that regulated industry delivers its planned CAPEX and OPEX, while efficiency is maintained.
- Conduct regulatory audits and inspection for planned regulatory CAPEX, OPEX to ensure that projects commission as allowed in the regulatory models.
- Ensure all regulatory reviews information including in progress and updated regulatory models are uploaded in staffs designated shared drive every week, with folders separated by each project.
- Prepare and submit FCCC Brief, Board Brief, Flying Minute, FCCC Information papers, Board Papers, research reports and periodic reports as required by MER.
- Provide assistance and training to FCCC staff members in regard to the regulatory model, review findings and performance of various regulatory activities.
- Attend workshops and forums on the issues of Infrastructure and other sector regulation and provide capacity building training to Economic Regulations Team.
- Engage with relevant stakeholders relevant to the work requirements for the Infrastructure Sector.
- Examine relevant local and national policies, procedures and legislation, ensuring that any potential impact upon specific research is communicated to relevant personnel.
- Ensure Innovation and continuous improvement and business excellence strategies are implemented on a random basis to achieve the desired outcome of FCCC.
- Provide assistance to the Media & Communication officers in drafting articles and press releases for economic regulations.
- 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.
    - Any other duties assigned by the Manager Economic Regulations and Senior Market Analyst.

Key Performance Indicators (KPI's)

Refer to Annual Key Performance Indicator (KPI) set annually

Qualification

Applicants should possess a Degree in Accounting, Finance, Economics, Business Administration, Applied Mathematics, Physics, Pharmacy, Engineering and Statistics. Applicant with exceptional report writing and analytical skills and some knowledge of the FCCC Act 2010 with a full valid group two driving license will have an added advantage.

Knowledge and Experience

- The successful candidate must have a minimum of 2 to 3 years relevant experience in a similar role.
- Excellent information and data analytical skills are encouraged to apply.
- Good listening, interpersonal, written and oral communication skills.
- Demonstrate a keen interest in research and analysis.
- Good in Microsoft Excel and Data Management tools.
- Ability to contribute positively to the Department target on reviews and reporting.
- Ability to produce high quality, detailed work.
- Good stakeholder management and relationship building skills.
- A sharp & quick learner.
- Adhering to principles and values;
- Ability to absorb and support new facts, data and information rapidly.
- Good quantitative skills and knowledge of statistical methods.
- Ability to work on own initiative or as part of a team.
- 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 advanced Analytical and Modeling Skills.
- Exceptional report writing skills;
- Good in forecasting and use of data tool.
- Strong understanding of pricing and regulatory frameworks and 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

- Ability to mentor Analysts.
- Be able to work to deadlines, be highly organized and have the ability to work under pressure.
- Good communication, problem solving and analytical skills.
- Ability to write clear, concise, robust and balanced research reports.
- Meet all designated deadlines agreed in TOR, be highly organized and have the ability to work under pressure.
- Ability to multi-task and work on multiple projects, prioritizing deliverables as per FCCC's and Economic Regulations needs.
- Ability to track for information from sources relating to a particular activity.
- Ability to stand his/her ground when seeking information from regulated industries.
- Ability to travel within Fiji and abroad for FCCC's official work priorities.

Risk and Compliance

- Regulatory compliance.
- Information Security and Confidentiality.
- Data Accuracy
- Timely submission of reports/information papers
- FCCC Act 2010
- Health and Safety at Work Act 1996
- Other Relevant Laws, Acts, Codes and Regulations

Key Challengers / Success Factors

To carry out successfully market research, analysis and monitoring of regulatory environment of the Transport Sector and achieve and achieve outcomes that are conducive to businesses as well as consumers.

Internal / External Relationships

Internal

- Market Analyst, Senior Market Analyst.
- Manager Economic Regulation
- All staffs

External

- Regulated Industries
- 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 for such items 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 Organizational Human Resources Policies are followed at all times. Ensure that all leaves are applied as per FCCC's HR Policy.
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 not exhaustive. From time to time it may be necessary to change the position requirements in response to the changing nature of our work environment, including technological requirements or statutory changes. Such change may be initiated as necessary by your manager or General Manager and will be discussed with you.

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