

JOB DESCRIPTION

Incumbent Name:		Emp No:	
Job Title:	Market Analyst – Pricing	Position Type:	Fulltime
Department:	Pricing, Policy & Planning	Salary scale:	Band 5
Location:	FCCC Suva Office	Region	Central
Directly Reporting To:	1. Senior Market Analyst Pricing, Policy & Planning 2. Manger Pricing, Policy & Planning	# of Reports:	none

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 incumbent will be required to carry out daily analysis of stakeholder submissions, market research, selected audit activities, monitoring as well as supporting special projects to ensure fulfilment of the requirement of the department role. The incumbent will also be involved in drafting Information papers, research reports, articles and guidelines relating to market study, policy analysis and implementations and project deliverables.

The Market Analyst works closely with the Senior Market Analyst, Manager Pricing, Policy & Planning to conduct market research and data assessment, price reviews & submissions assessment and market surveys activities that are part of the Strategic Goals of FCCC. Development of relevant capabilities required for this role is both an individual and organizational obligation to ensure the officer attains the level of competency expected for the position.

Key Result Areas (KRA's)

- Achievement of Targeted Outputs as per Department Plan.
- Implementations of Policy recommendations.
- Achievement of the turnaround processing time of price review as per SOP.
- Contribute to the accurate & timely deliverables of reports (Monthly, Quarterly and Annual Report).
- Maintain the turnaround time for tasks given by Management.
- Information Papers to be prepared and submitted in a timely manner.
- Ensure adherence to the requirements of the FCCC Act 2010.

- Ensure FCCC's values are maintained and adhered to at all times.

Key Accountabilities

- Assist the Senior Market Analyst in the deliverables of the Department Output.
- Conduct market analysis in relation to both the regulated & non-regulated market
- Determine the prices of regulated products and services.
- Collect and analyses information relevant to research activities assigned using a variety of research techniques and business applications, ensuring that statistical accuracy is valid;
- Perform costing and pricing analysis of price control items & industries.
- Monitor changes in the international environment that will affect the local prices.
- Administer any breaches under the Fijian Competition & Consumer Commission Act 2010
- Conduct operational, financial and efficiency audits of firms whose products are subject to Price Control
- Assist in the preparation of necessary papers with appropriate recommendations in relation to price regulations, consumers issues.
- Draft Commission Information papers, research reports, articles and other materials relating to but not limited to price surveys and processing of price submissions
- Implementing state principles, policies, laws and regulations regarding prices.
- Conduct Audit and site visits and case studies of the department issues relevant to the job requirements.
- To attend formal and informal meetings, liaising with external partners, customer groups and internal working groups as required, identifying and communicating issues and presenting findings as appropriate.
- Assist monitoring team in field inspection as the need arises.
- 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 that may be assigned by the Supervisor within the Scope of Market Analyst Pricing, Policy & Planning.

Key Performance Indicators (KPI's)

Refer to Annual Key Performance Indicator (KPI) set annually.

Qualification

The incumbent should have at least two (2) to three (3) years of comprehensive work experience with a bachelors degree qualification in Accounting, Economics or any relevant field with proven ability for analysis and research. Applicants with knowledge of FCCC Act 2010 and a valid driving license will have an added advantage.

Knowledge and Experience

- Good communication skills both verbally and in writing;
- Ability to contribute positively to the Department target on reviews and reporting;
- Ability to prioritizes own and others' work to achieve key results areas;
- Good problem-solving skills (finding a range of solutions, understanding their effects and making recommendations);
- Ability to produce high quality, detailed work ;
- Good stakeholder management and relationship building skills;
- A sharp & quick learner.
- 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; and
- Ability to handle complex issues/ fraudulent and investigation.
- Able to prioritize and deliver within the required time-line.

Skills and Abilities

- Good analytical & research skills.
- Excellent in Planning or deriving work plan activities.
- Ability to multi-task and priorities activities.
- Reliable and accurate analytical work.
- Interest in new statistical and techniques.
- Effective stakeholder management and relationship building skills.
- Good interpersonal skills.
- Good teamwork.
- Ability to complete work with limited instructions and as per the commission's requirement.
- Must be honest, ethical and law abiding;
- Must have the resources and ability to conduct relevant research;
- Willing to deliver output (including travelling to outside of station).

Risk and Compliance

- Timely submission of reports/information papers .
- Effective Research capacity.
- 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 supervision.
- Excellent written research & analytical work.
- Accurate update of pricing list.
- Able to prioritize tasks/activities.
- Able to resolve issues or handle complex issues.
- Able to communicate as per hierarchy.

Internal / External Relationships

Internal

- Senior Market Analyst – Pricing, Policy & Planning.
- CEO, GM's & All Managers including Regional Managers.
- 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 for such items and FCCC's financial regulation.

Human Resources

Through the Human Resources Self Service Portal (my HRhub), 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 – Lusia Ting	Date:	Signature:
Name of Department Manager – Akeneta Vonoyauyau	Date:	Signature:
Manager Human Resources – Litea Matakibau	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*