

JOB DESCRIPTION

Incumbent Name:		Emp No:	
Job Title:	Legal Officer	Position Type:	Fulltime
Department:	Legal	Salary scale:	Band 6
Location:	FCCC Suva Office	Region	Central/Eastern
Directly Reporting To:	<ul style="list-style-type: none"> • Senior Legal Officer • Manager Legal 	# of Reports:	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

As the Legal Officer, you will be responsible for various crucial tasks, including analyzing legal files and providing high-quality legal advice to the FCCC Management and teams, ensuring compliance with the FCCC Act 2010. You will play a vital role in instilling and fostering a culture of legal compliance, advocating for Ethics & Compliance throughout FCCC, and building strong relationships with external legal advisors in the region. Reporting to the Manager Legal, you will be involved in timely litigation, providing legal opinions, drafting and vetting documents, preparing contracts, interpreting laws, conducting training to raise awareness and representing the organization in assigned cases. The role encompasses core activities essential for achieving our legal goals and objectives.

Key Result Areas (KRA's)

Performance will be measured through the following indicators:

1. All assigned litigation cases researched and represented within required timelines.
2. Legal opinions drafted to the identified quality standards and provided within specified timelines.
3. All research and reports are submitted within allocated deadlines and to the quality specified
4. Effective Contract Drafting and Vetting
5. Successful case outcomes
6. Accuracy and Completeness of Legal Documents
7. Collaboration and Communication
8. Handling Confidential Information
9. Continuous Professional Development

10. Provide exemplary legal advice of the highest calibre. This advice should be thorough, well-researched, and aligned with the highest professional standards to effectively support FCCC's mission and objectives.

Key Accountabilities

1.0 Provide high-quality legal services and support on a wide range of legal activities to FCCC

- Carry out significant and complex legal research and analysis of relevant Fiji and international competition, regulatory and fair-trading laws
- Advise on the application of the relevant laws to related to FCCC work and analyse substantial and complex information while Identifying solutions to legal issues
- Advise the FCCC and project teams including reviewing significant communications to stakeholders and maintain effective client relationships
- Draft and review significant and complex legal documents as required. Review contracts and internal business proposals to ensure legal accuracy, compliance, and alignment with FCCC's objectives.
- Maintain effective relationships with external legal service providers ensuring they take account of the FCCC's approach to issues
- Exercise sound legal judgment having regard to FCCC's strategic objectives
- Actively contribute to the Legal team's knowledge base
- Contribute to standard-setting, through participating in meetings drafting work and promoting international standards and standardize practice
- Assess and mitigate departmental risk
- Providing timely updates to Complaints
- Maintain and review Price Control Orders, authorisations, and other regulatory instruments.
- Provide research on regional and international best-practice competition frameworks approach.

Outcomes:

- Key contribution to the delivery of high-quality legal services to the Commission
- Satisfied complainants
- Counsel achieves continuous professional development
- Be familiar with sectoral regulation in telecommunications, utilities, transport, energy, or other essential services regulated by FCCC.

2.0 To Present sound, timely high-level legal and policy advice to FCCC

- Develop presentations and present legal advice on project issues, including matters relating to competition law, market regulation, and economic assessments with support from senior colleagues

- Communicate a succinct outline of legal issues and rationale for the opinion.
- Adopt an advocacy role and confidently debate issues arising from consumer complaint/ investigation related matters, restrictive trade practices, and regulatory reform initiatives.
- Build organisational understanding of legal obligations, competition law principles, and economic regulatory requirements through targeted advice, training, and communication, especially for legal services staff, and enforcement teams. Ensure appropriate legal policies and practices are in place to manage the legal obligations and legal risks and mitigate risks relating to market conduct, consumer protection, and sectoral regulation, and of the Department effectively.
- Drafting and negotiating simple and complex contracts, MOUs, undertakings, and regulatory instruments including but not limited to those related to projects.
- Contribute to general tasks of project planning, budgeting and implementation by integrating legal considerations with economic impact assessments and broader competition policy objectives.
- Drafting and reviewing of Policies, guidelines, and regulatory documents relating to competition law, economic regulation, compliance frameworks, and internal FCCC procedures.

Outcomes:

- FCCC benefits from legal presentations that are effective, clear, concise, professional, , balanced and respectful of the audience
- Issues are described in an understandable manner
- The audience is well informed and confident in the legal advice
- Drafting and negotiating simple and complex contracts including but not limited to those related to projects.
- Contribute to general tasks of project planning, budgeting and implementation

3.0 To contribute to project planning and implementation

- Provide support when requested, in coordinating specific areas, practices, projects and/or teams, including but not limited to those involving competition investigations, market studies, price control reviews, and regulatory reform initiatives.
- Confirm instructions and clarify Legal Group role and deliverables with the project manager in Consultation with senior colleagues, analyse and understand the relevant facts and legal issues
- Plan and prioritize work across multiple projects. Develop clear and robust next steps from a legal perspective, integrating competition law principles, economic regulatory requirements, and strategic enforcement considerations.
- Promptly inform the project manager of any changes to the legal approach or timeframes, particularly where regulatory risks, competition issues, or market impacts arise. Manage team expectations in

conjunction with senior colleagues by clearly communicating.

- Anticipate legal ‘roadblocks’ and steer the team around these
- Act in furtherance of the theory of the case, aligning legal strategy with investigative findings, economic analysis, and FCCC’s broader enforcement objectives.
- Identify lessons learned from a legal perspective as part of project de-brief
- Assist in the development of improvements to FCCCs processes and procedures

Outcomes:

- FCCC utilises project plans that correctly scope legal participation with realistic and achievable timeframes, allowing for internal quality management
- A well-informed project team with appropriate expectations as to the legal counsel’s role and Deliverables.

4.0 To effectively conduct and manage routine litigation

- Attending and conducting hearings before Tribunal, Magistrate Court, Master, High Court, Court of Appeal and Supreme Court in any Jurisdiction in Fiji, as assigned including but not limited to matters involving competition breaches.
- Support the department on selected litigation projects and ensure critical litigation-related project dates are met
- Act as a liaison point for the litigation projects between internal and external stakeholders, ensuring alignment between legal strategy and economic evidence.
- Provide instruction and direction to external legal counsel on FCCC strategic objectives, including competition policy aims, regulatory considerations, and market-wide implications, in consultation with senior colleagues
- Conduct advocacy as determined by the project team
- Draft and review Court documents including pleadings, submissions, affidavits, and legal briefs—ensuring they accuracy.
- Ensure FCCC behaves as the model litigant by acting fairly, consistently, transparently, and in accordance with the highest professional standards.

Outcomes:

- Well managed litigation matters
- Effective use of resources
- Timely disposal of cases
- Effective representation of the Commission’s position both in short and long term
- The Commission achieves the best result in the circumstances

- 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 Senior/Manager within the scope of the Legal Officer role.

Key Performance Indicators (KPI's)

Refer to Annual KPI set every financial year.

Qualification

Successful applicants is required to possess a Bachelor of Law degree with a Professional Diploma in Legal Practice.

Knowledge and Experience

- Professionally qualified under the Legal Practitioners Act 2009 and should have a minimum least three (3) years or more of post-admission litigation experience
- Possession of a law degree with a professional/graduate diploma in legal practice.
- Exceptional drafting skills to prepare precise and accurate legal documents.
- Experience in Criminal/Corporate/ Civil litigation.
- Familiarity with FCCC Act 2010 and other pertinent laws.
- Demonstrated ability to follow directions and maintain high standards of professionalism.
- Knowledge of FCCC internal and external guidelines, decision-making processes, and policies (advantageous).
- Knowledge of investigation techniques and their practical application.
- Ability to follow instructions and meet set deadlines.
- Ability to work with minimal supervision.
- Ability to maintain confidentiality.
- Uphold & adhere to FCCC principles and values.
- Ethics and Compliance and governance services.
- Excellent customer service skills for the purpose of interacting with internal and external stakeholders

Skills and Abilities

- Promote team morale and build commitment towards a common aim.
- Ensure work delegated is completed in an effective and timely manner, accepts accountability
- Address the wider implications, consequences or causal relationships in a non-routine problem
- Inspire others/team to achieve their best with timely developmental and constructive feedback, encouragement and guidance.
- Pragmatic, solution-focused approach with well-developed perceptions and judgement

- Drafting ability in court pleadings, legal advice and other legal documents
- Understanding of economic concepts and principles, FCCCs roles and functions
- Knowledge of laws of evidence, court rules and professional rules of conduct
- Knowledge of investigation techniques and their practical application
- Good command of written and spoken English
- Strong communication and interpersonal skills
- Be able to work to deadlines, be highly organised and have the ability to work under pressure.
- A passion for continuous learning
- Innovating thinking
- Good listening, interpersonal, written and oral communication skills.
- Ability to absorb and support new facts, data and information rapidly.
- 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.
- Demonstrated conceptual thinking and problem-solving ability.
- Analytical skills and an eye for detail with good Planning and organisational skills.
- Ability to understand broader business issues.
- Ability to analyse market structures, competitive dynamics, and economic evidence, and translate these into clear legal reasoning and enforcement strategies.
- Strong understanding of competition law principles, including market definition, market power assessment, cartel conduct, mergers, and substantial lessening of competition (SLC) tests.
- Ability to identify potential anti-competitive behaviour and assess its commercial, legal, and economic impact.
- Ability to integrate legal analysis with economic modelling or market research data to support litigation, enforcement, and policy development.
- Ability to simplify complex economic and legal concepts for diverse audiences, including management, investigators, stakeholders, and the public.
- Ability to manage complex, cross-functional workstreams involving legal, economic, investigative, and policy dimensions.

Internal / External Relationships

Internal

- Executive Management
- Senior Management
- All staffs

External

- Complainants
- Government Ministers
- Office of the Attorney-General
- Other Stakeholders
- Judiciary

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.

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: 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.