

JOB DESCRIPTION

Incumbent Name:		Emp No:	
Job Title:	IT Data Analyst	Position Type:	Fulltime
Department:	Information and Communications Technology	Salary scale:	Band 5
Location:	FCCC Suva Office	Region	Central/Eastern
Directly Reporting To:	1. Snr ICT Officer & System Analyst 2. Manager ICT	# 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 IT Data Analyst supports FCCC's digital transformation and regulatory intelligence objectives by strengthening data analytics capability, improving workflow automation, and enhancing data-driven decision-making.

The role transforms raw operational and market data into actionable insights that support competition enforcement, pricing regulation, consumer protection, and organisational efficiency. The position also provides structured support to ICT systems, digital platforms, and cybersecurity operations in collaboration with the ICT team.

Nature of the Role

This is a hybrid analytical and technical role combining:

- Advanced data analytics and business intelligence
- Process automation and reporting optimisation
- Data governance and compliance oversight
- ICT project support and technology enablement
- Website, LMS and digital platform administration
- Cybersecurity and infrastructure support (assisting ITO)

The role operates cross-functionally, working closely with Market Analysts, Enforcement teams, Managers, and ICT personnel to deliver evidence-based regulatory insights and system improvements.

Key Result Areas (KRA's)

Data Analytics, Insights & Regulatory Intelligence

Data Governance, Quality & Compliance

Digital Transformation & Technology Innovation

ICT Projects & Technology Enablement

Digital Platforms, Infrastructure & Cybersecurity Support

Key Accountabilities

A. Data Analytics & Regulatory Intelligence

- Analyse datasets using statistical and data mining techniques.
- Develop dashboards, reports, and visualisations to support organisational decisions.
- Generate actionable insights on data sets.
- Automate recurring reports and analytics workflows to improve efficiency.
- Perform data validation.
- Present findings clearly through reports.
- Support departments operation.

B. Data Governance, Quality & Compliance

- Develop and implement frameworks for quality check.
- Ensure compliance with data privacy laws and relevant regulatory standards.
- Maintain documentation of analytical models, processes, and datasets.
- Monitor recurring data issues and implement corrective controls.
- Support secure handling of sensitive and confidential information.

C. Digital Transformation & Technology Innovation

- Identify opportunities to modernise workflows through automation and BI tools.
- Support integration of analytics, AI-assisted insights, and system interoperability.
- Evaluate emerging tools, technologies, and methodologies to enhance analytical capability.
- Contribute to system improvement..
- Support the promotion of innovation in analytics practices aligned with organisational goals.

D. ICT Projects & Technology Enablement

- Support planning, design, and implementation of ICT projects aligned to business needs.
- Assist in requirements gathering, solution design, and vendor coordination.
- Apply project management principles to ensure quality and timely delivery.
- Conduct research and pilot testing of new technologies.
- Support procurement processes including software, hardware, and licence renewals.
- Build effective working relationships with stakeholders across departments

E. Digital Platforms, Infrastructure & Cybersecurity Support

- Manage and maintain the FCCC website to ensure accuracy, availability, and security.
- Administer and support the Learning Management System (LMS).
- Assist in firewall administration and network security monitoring.
- Support Active Directory administration and access control enforcement.
- Contribute to email and web security controls.
- Support server and cloud system administration (as required).
- Ensure compliance with ICT security policies, risk management procedures, and OHS requirements.
- Contribute to business continuity and digital resilience initiatives.

Key Performance Indicators (KPI's)

Refer to Annual KPI set every financial year

Qualification

Bachelor's degree in Computer Science, Information Systems, Statistics ,Analytics, Mathematics, Business Intelligence or related field.

Knowledge and Experience

- Applicant should have 3 or more years of experience or in a related field
- Proven analytics skills, including mining, evaluation, and visualization
- Technical writing experience in relevant areas, including queries, reports, and presentations
- Strong SQL or Excel skills, with aptitude for learning other analytics tools
- Knowledge of FCCC internal and external guidelines, decision making processes and policies.
- Knowledge of risk management investigation techniques and their practical application.
- Uphold & adhere to FCCC principles and values.
- 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.
- Understanding the principles of securing data, including encryption, access control, and ensuring compliance with legal standards.

- Knowledge of data management practices, including data governance, data quality, and data privacy regulations (e.g., GDPR, HIPAA).
- Software Acquisition & Licensing – Managing vendors, renewing licenses, and ensuring compliance.
- Website Administration – Managing CMS platforms (WordPress, Moodle), web development, and security.
- Cybersecurity for Email & Web – Implementing phishing protection, spam filtering, and vulnerability management.
- **Experience with Power BI or similar data visualization tools will be an advantage.**
- **Relevant industry certifications (e.g., data analytics, business intelligence, or related fields) will be considered an advantage**

Skills and Abilities

- Working knowledge of Enterprise IT Infrastructure and their interfaces within a ICT network.
- Excellent People and Team Building skills.
- Strategic planning, complex problem resolution and general management expertise.
- Outstanding communication and presentation skills. Considerable progressively responsible experience in a variety of directly related ICT functions is necessary
- Strong knowledge of content management systems, such as WordPress, and experience in managing and updating websites

Risk and Compliance

- Comply with FCCC's work policy (Human resource policy, Standard Operating Procedures).
- Health and Safety at Work Act 1996/FCCC Act 2010
- Work in compliance with company policies and procedures, relevant employment laws.
- Experience working with large datasets, performing data analysis, identifying trends, and extracting actionable insights.
- Hands-on experience creating dashboards, reports, and visualizations that translate complex data into clear insights for decision-making.
- Experience collaborating with teams across various departments to understand business requirements and provide analytical support for strategic decisions.
- Experience in identifying data inconsistencies, cleaning, and transforming data to improve quality and accuracy for analysis.
- Proven experience working with business users or stakeholders to understand their needs and convert them into data-related requirements for analysis.

Key Challengers / Success Factors

Anticipating and addressing contentious issues and providing accurate advice on complex issues and legislation, often within tight timeframes, given the need to collect and assimilate information from a variety of different sources whilst maintaining confidentiality and exercising diplomacy.

Internal / External Relationships

Internal

- Board, CEO, GM's, and all Managers.
- All staffs

External

- Other 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 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.

