

## JOB DESCRIPTION

<b>Incumbent Name:</b>		<b>Emp No:</b>	
<b>Job Title:</b>	Senior Market Analyst - Transport	<b>Position Type:</b>	Fulltime
<b>Department:</b>	Economic Regulation	<b>Salary scale:</b>	Band 7
<b>Location:</b>	Suva	<b>Region</b>	Central Eastern
<b>Directly Reporting To:</b>	Manager Economic Regulations	<b># of Reports:</b>	-

### 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 Senior Market Analyst- Transport is under the supervision of the Manager Economic Regulations. The incumbent will be responsible for carrying out market research, analysis and assessment, price control order reviews, develop price review models and determine regulated fares and charges for sectors allocated by Manager Economic Regulations.

The incumbent will be also responsible to conduct inspection and gather information of transportation and other industries for price regulation in compliance with FCCC Act 2010, while monitoring new developments and making recommendations to the relevant policy changes. The incumbent will also be required to achieve objectives specified in the Strategic Plan, by ensuring regulatory compliance with the FCCC's key performance indicators and the administration of the work under the FCCC Act 2010 relating to Economic Regulation and Transportation and other sectors.

The focus on the role will be to strengthen the policies and regulation of the regulated industries, particularly on the Transport Sector underpinning the performance of all regulated entities in order to ensure that regulatory decisions set the prices and standards that reflect efficient costs, remove monopoly prices and provide an incentive to invest. The Senior Market Analyst - Transport will closely with Manager Economic Regulations for the assessment and effective implementation of economic regulation activities.

### Key Result Areas (KRA's)

- Achievement of Department Output.
  - Achieving the target output as per Department Plan.
- Regulatory Analysis
  - Quantitative and qualitative analysis of regulatory policy, tariffs as an when required.

- Regulatory impact assessment on existing policy and proposed recommendations.
- Framework design and policy support
  - Provide support in the development of regulatory framework and policies.
- 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 regulation & policy strategies are aligned.
- Liaise on regulatory 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.
- Responsible for designing and implementation of the annual work plan within the Transport and other sector regulation to provide advice and support to Manager Economic Regulations and General Manager Regulations upon approval from Manager Economic Regulations.
- 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 Transport, Competition Officer, Manager Economic Regulations and Manager Competition.
- Analyze, monitor and evaluate the financial, economic and operational performance of entities in the Transport Sector on an annual basis.
- Prepare Regulatory Framework, develop regulatory models and evaluate rate applications and determine the prices at which regulated companies in Transport and other sectors should be syndicated and offered to the public. Present all regulatory findings to Manager Economic Regulations and General Manager Regulations, and if allowed, present regulatory findings to Regulatory Sub-Committee.
- Carry out the development of the regulatory framework and take the lead in implementing economic regulation of the Transport and other sector, as assigned including undertaking audits and reviews to ensure regulatory compliance to FCCC Act 2010 and other frameworks/guidelines.

- Monitor international input costs and prices related to transportation and other sector to consumers, particularly in countries having similar economic conditions to Fiji (Benchmarking).
- Research, develop and maintain awareness of best practices in Transport regulation analysis and disseminate findings.
- Prepare Terms of Reference for each project, allocating task to team members, with anticipated timelines as per the Department SOP.
- 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.
- Set 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 FCCC Management, ensuring that the relevant board papers is completed on time as allocated by Manager Economic Regulations or in accordance with established procedure or Standard Operation Procedures of the Economic Regulations Team.
- Assist FCCC to investigate proposed mergers and acquisitions and potential anti-competitive agreements within the transport sector.
- 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 Transport and other sector regulation and provide capacity building training to Economic Regulations Team.
- Engage with relevant stakeholders relevant to the work requirements for the Transport 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 supervisor within the scope of the Senior Market Analyst role.

### **Key Performance Indicators (KPI's)**

Refer to Annual KPI set every half yearly and annual financial year.

### **Qualification**

Applicant with a Post-Graduate Qualification in either Accounting, Corporate Finance, Economics, Applied Mathematics, Engineering, Statistics or an equivalent discipline with relevant experience in a regulatory body, public sector, transport sector and have comprehensive work experience with 3 to 5 years in related field are encouraged to apply. Applicants with knowledge of FCCC Act 2010 and valid driving license will have an added advantage.

### **Knowledge and Experience**

- Comprehensive work experience of 3 to 5 years and above in market analysis (including the regulated sector), regulatory economics, financial planning and regulatory assessments.
- Proficient in Microsoft excel and Power BI applications.
- Demonstrated analytical and research capabilities.
- Strong theoretical and practical appreciation of critical regulatory issues.
- Good Audit and investigation skills in regulatory matters.
- Strong Leadership skills
- Ability to absorb and support new facts, data and information rapidly.
- 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.
- Ability to work on own initiative or as part of a team.
- Good quantitative skills and knowledge of statistical methods.

### **Skills and Abilities**

- Good or advanced Analytical and Modeling Skills.
- Exceptional report writing skills;
- Good in forecasting and use of data tool.

- 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
- Conduct inspections and survey as and when required by FCCC.
- 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.
- Confidentiality
- Timely submission of reports/information papers.
- FCCC Act 2010 and other laws of Fiji related to sector regulation.
- Health and Safety at Work Act 1996.
- Other Relevant Laws, Acts, Codes and Regulations.

### **Key Challengers / Success Factors**

To carry out successful market research, analyze, monitor regulatory environment, develop regulatory models of the Transport and other sector and achieve regulatory outcomes that is fair on businesses as well as consumers.

### **Internal / External Relationships**

#### **Internal**

- CEO, GMs and all Managers.
- All staffs.

#### **External**

- Land Transport Authority.
- Airport Fiji Limited and CAAF.
- Maritime Safety Authority of Fiji.
- Commercial and Government Service Shipping Operators.
- Regulated Industries and other relevant stakeholders.

- Ministry of Commerce and Business Development, Ministry of works and Transport, Ministry of Public Enterprise, Ministry of Finance.
- 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. 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 staff concerned, Department Manager and Human Resources.

**APPROVAL and ENDORSEMENT**

<b>Name of Incumbent</b>	<b>Date:</b>	<b>Signature:</b>
<b>Name of Department Manager</b>	<b>Date:</b>	<b>Signature:</b>
<b>Manager Human Resources Name</b>	<b>Date:</b>	<b>Signature:</b>

*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.*