

JOB DESCRIPTION

Incumbent Name:		Emp No:	
Job Title:	Inspector- Technical Regulations	Position Type:	Fulltime
Department:	Technical Regulations	Salary scale:	Band 6
Location:	Suva	Region	Central Eastern
Directly Reporting To:	Manager TR	# of Reports:	-

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 Technical Regulation Inspector will be required to perform electrical inspections for licensing purpose as and when required by FCCC in accordance with the Electricity Act 2017 and enforce compliance according to FCCC Act 2010 if required.

The Incumbent will be required to review applications and carry out inspections for both commercial and residential buildings while ensuring good safety practices are followed and conformance to specifications as detailed and meets quality standards. While working closely with the Technical Regulations Team, the incumbent will be required to record acceptance or rejections while conducting inspection and maintain statistical information of electrical inspections carried out, monthly progress reports and other required reports relevant for the purpose of FCCC's decision making.

Key Result Areas (KRA's)

- Timeliness in processing of application
- Issuing Conditional Authorizations
- Site Inspections
- Quarterly inspection/audits
- Documentation and data management
- Accurate issuance of licenses
- Accurate, effective implementation and monitoring of Electricity Act 2017.
- Engage with relevant stakeholders.
- Board Information Papers

- Recommending correct and sound advice to the FCCC
- Stakeholder engagement in emerging regulatory areas

Key Accountabilities

- Enforcement of the Electricity Act 2017 through accurate and effective implementation.
- Develop and implement effective application processes, Inspection and monitoring methods, procedures or mechanisms against best industry practices.
- Develop application procedures for license renewal.
- Conducts inspections of electrical wiring, fixtures, electrical components and related equipment to ensure compliance with codes, and regulations.
- To perform electrical inspections for licensing purposes as and when required by FCCC in accordance with the Electricity Act 2017 and enforce compliance according to FCCC Act 2010 if required.
- Train relevant stakeholders in application for Generation License.
- Respond to electrical regulation and related inquiries from the public, engineers, contractors, and others.
- Provide guidance to interested applicants to IPP's for the procedures placed by FCCC to obtain Generation Licence, or retail of electricity in Fiji.
- Demonstrates regular and predictable attendance, including attendance at required meetings.
- Carry out investigation or special investigation where breach or violations are noted.
- Prepare documents for legal cases regarding violations of Electricity Act 2017.
- Responsible for designing and implementation of the annual work to provide advice and support.
- Prepare reports outlining inspection findings and recommendations.
- Maintain inspection records to ensure accuracy of information.
- Prepare and submit Information papers, research reports and periodic reports as required and assist in ensuring that the relevant board papers is completed on time in accordance with established procedure.
- Aid in the training to FCCC staff members where needed in terms of Electricity Act 2017 and attend workshops and forums as part of self and team capacity building.
- Stay updated with all AS/NZS wiring and solar wiring standards for regulations updates.
- Examine relevant local and national policies, procedures and legislation, ensuring that any potential impact upon specific research is communicated to relevant personnel.
- 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.

- Provide any other technical regulation assistance towards other sectors regulated by the FCCC as required from time to time.
- Review submissions made by EFL and provide feedback to Economic Regulations team.
- Liaise with Finance team to create invoices for Generation license as per the fee breakdown in electricity regulations 2019.
- Assist finance team to reconciling Generation license payment.
- Assist Manager TR in achieving annual SLA targets.

Key Performance Indicators (KPI's)

- Refer to Annual KPI set every financial year

Qualification

Bachelor of Electrical Engineering with excellent organizational and knowledge of FCCC Act 2010 and a valid full group two (2) driving license. Incumbent possessing a valid Electrical Wireman's License will be an added advantage. This position will be based in our Suva Head Office.

Knowledge and Experience

- At least 5 – 6 years of industry experience.
- Applicable codes, laws and regulations.
- Supervisory principles.
- Methods of preparing reports.
- Customer service principles.
- Inspection methods.
- Demonstrated analytical and research capabilities.
- Strong theoretical and practical appreciation of critical regulatory issues.
- Ability to absorb and support new facts, data and information rapidly.
- Good quantitative skills and knowledge of statistical methods.
- Ability to work on your own initiative or as part of a team.

Skills and Abilities

- Independently Conducting inspections.
- Good communication, problem solving and analytical skills.
- Ability to write clear, concise, robust and balanced research reports.
- Be able to work to deadlines, be highly organized and have the ability to work under pressure.
- Ability to track for information from sources relating to a particular activity.
- Ability to stand his/her ground when seeking information.
- Willing to travel to other locations.

Risk and Compliance

- Timely submission of reports/information papers
- Electricity Act 2017
- Health and Safety at Work Act 1996
- FCCC Act 2010

Key Challengers / Success Factors

To carry out successful inspection through the enforcement the Electricity Act 2017. Develop and Implement effective Inspection and monitoring methods, procedures or mechanisms against the industry best practices to achieve outcomes that are conducive to businesses as well as consumers.

Internal / External Relationships

Internal

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

External

- Energy Fiji Limited
- Other relevant stakeholders
- Ministry of Commerce Trade Tourism and Transport, Ministry of Infrastructure, Ministry of Public Enterprise
- 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 always followed.

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

Name of Incumbent	Date:	Signature:
Name of Department Manager	Date:	Signature:
Manager Human Resources Name	Date:	Signature:

Note: 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 a change may be initiated as necessary by your manager or General Manager and will be discussed with you.