FIJIAN COMPETITION & CONSUMER COMMISSION

JOB DESCRIPTION

Incumbent Name:		**Emp No:**	
Job Title:	Market Analyst - Transport	**Position Type:**	Fulltime
Department:	Economic Regulation	**Salary scale:**	Band 5
Location:	Suva	**Region**	Central Eastern
Directly Reporting To: **Indirectly Reporting To:**	1. Manager Economic Regulation 2. Senior Market Analyst - Transport	**# 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 Market Analyst - Transport role is under the supervision of the Manager Economic Regulations and Senior Market Analyst Transport. The incumbent will support the analysis of the transportation sectors and conduct market-based research for proposed regulatory interventions, decisions and policy development in FCCC.

The incumbent will also be responsible for conducting market research, analysis and assessment, price control order reviews, developing price review models and determining regulated fares and charges in consultation with Senior Market Analyst Transport.

Nature of the Role

The incumbent will be working closely with the Senior Market Analyst Transport in undertaking regulatory reviews, including analytical and technical role focusing on transport sectors, carrying out market research, analysis, and monitoring new developments and making recommendations to the relevant policy changes regarding the transport sectors and industries. The role requires working with large datasets, economic models and stakeholder input to support the development and implementation of regulatory framework. The incumbent will also be required to achieve the required objectives specified in the strategic plan, by ensuring regulatory compliance with FCCC's key performance indicators and the administration of the work under the FCCC Act 2010 relating to Transportation Sectors and Industries.

Key Result Areas (KRA's)

- Achievement of Target Output as per Department Plan.
- Implementation of Policy recommendations including Regulation.
- Gather, analyze and interpret data relating to target market, industry trend analysis to support the departments deliverables.
- Provide analytical support for the regulatory decisions and tariff reviews.
- Conduct independent regulatory reviews and report findings to Manager Economic Regulations when required.
- Achievement of the turnaround processing time of price review and any management tasks.
- Contribute to the accurate & timely deliverables of reports (Monthly, Quarterly and Annual Report).
- Provide input into budget forecast and activity planners for the specific sector.
- Support regulatory impacts assessment under various assumptions.
- Ensure accurate, reliable data is used in pricing models, reports and market analysis.
- Maintain stakeholder engagement.
- Gather information as Commission officer from Stakeholders and conduct independent reviews as per the Terms of Reference with assistance of Senior Market Analyst Transport.
- Identify opportunities to improve the regulatory models, analytical, tools and processes to improve Deliverables.
- Ensure adherence to the requirements of the FCCC Act 2010 and enforce FCCC Act 2010
- Ensure FCCC's values are always maintained and adhered to.
- Recommending correct and sound advice to Management, as and when required.
- Ensure all the reviews are carried out in a timely manner.

Key Accountabilities

- Support the Senior Market Analyst in the deliverables of the Department Output.
- Support in the designing and implementation of the annual work plan.
- Conduct market analysis in relation to both the regulated & non-regulated market.
- 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.
- 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.

- Conduct & determine the prices/rates/tariffs of regulated products and services including the evaluation of rate applications for regulated companies in the Infrastructure Sectors and Industries.
- Develop price review models in consultation with Senior Market Analyst and present regulatory findings to Manager Economic Regulations as and when required. Support the development of the regulatory framework and take the lead in implementing economic regulation of the Infrastructure Sectors including undertaking audits and reviews to ensure regulatory compliance
- Support in conducting impact assessments for policy proposal, tariff adjustments and reforms.
- 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 (operational, financial and efficiency 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.
- 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.
- Conduct analysis, monitoring and evaluating the financial, economic and operational performance of entities in the infrastructure sector.
- Monitor changes in the international environment that will affect the local industries in the regulated sector.
- Assist in the preparation of necessary papers with appropriate recommendations in relation to price regulations and consumers issues.
- Prepare Information papers, research reports, articles and other materials relating to but not limited to price surveys and processing of price submissions.
- Implement state principles, policies, laws and regulations regarding regulated industries.
- Conduct Audit and site visits and case studies of the department issues relevant to the job requirements.
- 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 enforcement 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.
- Aid in capacity building and development of the regulatory team.
- Engage with relevant stakeholders relevant to the work requirements for the infrastructure 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.
- Attend workshops and forums on the issues of Transport and other sector regulation and provide capacity building training to Economic Regulations Team.
- Provide assistance to the Media & Communication officers in drafting articles and press releases for economic regulations. Support the department in other tasks relating to economic regulation.
- 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.
- 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 Marketing Analyst role.

Key Performance Indicators (KPI's)

Refer to Annual KPI set annually.

Qualification

A Degree in Accounting, Corporate Finance, Economics, Transport Economics or Management, Climate Finance, Engineering, Statistics.

Knowledge and Experience

- At least 3 years or more in market analysis (including the regulated sector), regulatory economics, financial planning, regulatory assessments or in related field.
- Applicants with knowledge of FCCC Act 2010 and valid driving license will have an added advantage.
- Proficient in Microsoft excel and Power BI applications.
- 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.
- Good communication skills both verbally and in writing.
- Exposure to forecasting or regulatory environment.

- Experience in market analysis, pricing, or business analytics.
- Ability to contribute positively to the Department target on reviews and reporting.
- Ability to prioritize 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.
- Ability to handle complex issues/ fraudulent and investigation.
- Able to prioritize and deliver within the required timeline.
- Ability to work on own initiative or as part of a team.

Skills and Abilities

- Good or advanced Analytical and Modeling Skills.
- Exceptional report writing skills;
- Good in forecasting and use of data tool.
- Strong understanding of pricing and regulatory frameworks and guidelines.
- 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.
- Information Security.
- Data Accuracy
- Timely submission of reports/information papers
- FCCC Act 2010
- Health and Safety at Work Act 1996
- Other Relevant Laws, Acts, Codes and Regulations

Key Challengers / Success Factors

To carry out successfully market research, analysis and monitoring of the regulatory environment of the Transportation Sector & Industries and achieve outcomes that are conducive to businesses as well as consumers.

Internal / External Relationships

Internal

- Senior Market Analyst
- Manager Economic Regulation
- CEO, GM and all Managers
- All staffs

External

- Relevant stakeholders and 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 (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

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.