

<b>Incumbent Name:</b>		<b>Employment No :</b>	
<b>Job Title:</b>	Market Analyst	<b>Position Type :</b>	3 Year Contract
<b>Department:</b>	Prices Control & Monitoring Department	<b>Salary scale:</b>	<b>Band 5- \$21,488 to \$32,232</b>
<b>Location:</b>	Suva	<b>Region</b>	Central/Eastern
<b>Directly Reporting To:</b>	Senior Market Analyst	<b># of Reports:</b>	NA

### Organization 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, protect 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** is responsible in the execution of analytic processes used to ensure that price reviews are carried out on an efficient manner. The Analyst plays an integral role in the daily analysis of submissions and the delivery, monitoring, and processing of requests as well as supporting special projects and analyses. Also support the work designated by the Senior Market Analyst.

### Nature & Scope

The Price Control & Monitoring Department is one of the Departments within the FCCC. The Market Analyst works closely with the Senior Market Analyst, Manager Price Control & Monitoring to conduct price reviews, market data assessment, processing submissions and market surveys activities that are part of the Strategic Goals of FCCC. Development of relevant capacities required for this role is both an individual and organizational obligation to ensure the officer attains the level of competency expected for the position.

### Role Dimensions

No. of Direct Reports:	1. Senior Market Analyst; 2. Manager Price Control & Monitoring; 3. DCEO
No. of Sites	All three (3) Divisions

### Key Result Areas (KRA's)

- Achievement of Targeted Outputs as per Department Plan;
- Achievement of the turnaround processing time of price review submissions;
- Contribute to the timely submissions of Monthly and Quarterly report and Annual Report;
- Quick turnaround time for tasks given by Management.
- Ensure adherence to the requirements of Commerce Commission Act 2010;

### Key Accountabilities

- Determine the prices of regulated products and services;
- Collect and analyses information relevant to research activities assigned using a variety of research techniques and business applications, ensuring that statistical accuracy is valid;
- Perform costing and pricing analysis of price control items;
- Assess submission status for price review;
- Monitor changes in the international environment that will affect the local prices;
- Administer any breaches under the Commerce Commission Decree 2010
- Carry out operational, financial and efficiency audits of firms whose products are subject to Price Control
- Assist in the preparation of necessary papers with appropriate recommendations in relation to the expiry dates for the Price Control Orders;
- Draft Commission Information papers, research reports, articles and other materials relating to but not limited to price surveys and processing of price submissions
- Fix different maximum prices for the same classes of goods or services having regard to the terms upon which and the conditions and circumstances in which the goods are manufactured, imported or sold or the services provided;
- Implementing state principles, policies, laws and regulations regarding prices
- Conduct site visits and case studies of the department issues relevant to the job requirements
- To 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 monitoring team in field inspection as the need arises;
- Attend to other duties delegated by the Chief Executive Officer

### Key Performance Indicators (KPI's)

- Review of Price submissions in a timely manner;
- Data on relevant market survey, site visits, feedback and statistical data in order to support the objectives of the FCCC and the daily Compilation of Basic food items and hardware price authorisation board papers;

- Complete adherence to Fijian Competition and Consumer Commission Act 2010;
- Maintaining work ethics are adhered to at all times during out on the field.

### **Qualification**

- A Degree in Accounting, Economics or Commerce or any business discipline or with equivalent and relevant experience in the area of price control, analysis of financial statements, market surveillance and people management.
- Candidates to have at least 2 to 3 years' experience within a pricing role;
- Ability to manage multiple priorities to strict deadlines

### **Knowledge and Experience**

- Good communication skills both verbally and in writing;
- Ability to contribute positively to the Department target on reviews and reporting;
- Ability to prioritizes 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; and
- Ability to handle complex issues/ fraudulent and investigation.

### **Skills and Abilities**

- Good analytical skills;
- Ability to multi-task and priorities activities;
- Reliable and accurate analytical work;
- Interest in new statistical and techniques;
- Effective stakeholder management and relationship building skills;
- Good interpersonal skills;
- Good teamwork.
- Ability to complete work with limited instructions and as per the commissions requirement;

- Good interpersonal skills;
- Good Team skills;
- Must be honest, ethical and law abiding;
- Must have the resources and ability to conduct relevant research;

### **Internal / External Relationships**

#### **Internal:**

- CEO, All Managers including Regional Managers, Senior Officers, Market Analyst and Coordinator Operations
- All staffs

#### **External:**

- Government Ministry(ies) as required, Statutory Authorities, Financial Institutions, Tertiary Institution, Relevant Stakeholders and the General Public.

#### **Proviso**

The Job Description and Key Result Area's in this contract is with a view that upon review at any time within the contractual period engaged with the Commission, it can be altered, changed or extended with added responsibilities. Any such proposed changes will be in consultation with the concerned staff, immediate Supervisor, CEO or CEO's designate and Human Resources.

### **APPROVAL and ENDORSEMENT**

	<b>Date:</b>	<b>Signature:</b>
	<b>Date:</b>	<b>Signature:</b>

*Note: This job description may be reviewed annually and updated as often as necessary.*