

# EMPLOYMENT OPPORTUNITY

The Fijian Competition and Consumer Commission (FCCC) is an independent Fijian statutory authority whose role is to enforce the FCCC Act 2010, promoting competition, fair trading, regulating prices in markets where competition is lessened or limited, and regulating monopolistic market situations including national infrastructure for the benefit of all Fijians.



The FCCC is currently seeking experience and energetic individuals for the following positions to be based in our Head Office in Suva:

## Manager Corporate & Finance (Ref No: 20/2019)

The successful Incumbent will provide key financial support, direction and insights to departments seeking approval from General Manager Operations, Chief Executive Officer and Board of Commissioners for utilization of funds for operational or capital expenditure, and update on organizational budgetary performance on needs basis and areas of improvements. The incumbent will conduct business case analyses for expanding the FCCC's operations and boosting its presence in the economy for better customer service, surveillance and compliance; Oversee operations of the finance department, lead the team through providing leadership guidance by setting goals and objectives, and design a framework for these to be met. Provide administrative support to the FCCC Board as the Board Secretary, through timely and accurate collection and sharing of information directly related to its activities. Working to stringent targets while planning and coordinating the implementation of FCCC's strategic objectives and work plans through building and maintaining strong relationships with internal and external stakeholders. Successful incumbent shall possess tertiary qualification in Accounting, Banking & Finance with a strong understanding and knowledge of Accounting standards and the business environment in which organisation operates, 5-10 years of experience in the similar role with strong leadership and team development skills. Applicants with knowledge of FCCC Act 2010 would have an added advantage.

## Receptionist (Ref No: 21/2019)

The incumbent will provide front office support across FCCC. The candidate will be required to welcome consumers who visit FCCC, coordinate front-desk activities including distributing correspondence and redirecting phone calls. To be successful in this position the candidate shall possess a pleasant personality, be able to deal with emergencies in a timely and effective manner while streamlining office operations also the personal shall be able to multitask essential tasks required for this position. Candidate with 1-2 years of experience in the similar role with a tertiary qualification in Office Management or any other relevant certification that suites the above role are encouraged to apply.

## Administration Officer (Ref No: 22/2019)

A successful Administrative Officer will provide administrative support to various department of FCCC. The main duties will include managing office stock, preparing regular reports and organizing FCCC records. The incumbent will also monitor and maintain office equipment and inventory supplies; order replacement supplies as needed. Ideal candidate with tertiary qualifications in Office Administration or any other relevant certification that suites the profession will be considered with a least 2-3 years of experience in the similar role. Applicant should have report writing skills, good communication abilities and knowledge of FCCC Act 2010 will be an advantage. Should have a valid full group two driving license.

For information in regards to the above position's and job description, please visit our website: [www.fccc.gov.fj](http://www.fccc.gov.fj). Applications for this position should include a current resume and an outline of your proven experience to carry out the role and how you meet the above criteria. All applications should be marked "**Confidential – Position Applied**" and sent to:

**Human Resources Department**  
**Fijian Competition & Consumer Commission**  
**P O Box 5031, Raiwaqa.**  
Or email to: [careers@fccc.gov.fj](mailto:careers@fccc.gov.fj) copied to [namrata.samy@fccc.gov.fj](mailto:namrata.samy@fccc.gov.fj)

**Application will close on 12 October 2019 by 4.00pm.**

Kindly note only shortlisted applicants will be contacted for interview.

**FCCC IS AN EQUAL OPPORTUNITY EMPLOYER**

*"2019 Women in Business Employer of Choice"*