

Incumbent Name:	Emp No :
Job Title:	Manager ER	Position Type :	Fulltime
Department:	Economic Regulations	Salary scale:	Band 8
Location:	Suva	Region	Central Eastern
Directly Reporting To:	Chief Executive Officer	# of Reports:	6

Organization Summary

The Fijian Competition and Consumer Commission (FCCC) is an independent Fijian statutory authority whose role is to enforce the Fijian Competition and Consumer Commission Act 2010 (FCCCA2010), 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.

Purpose of the Role

The Manager Economic Regulation is responsible to produce quantitative and qualitative research and evaluation design and implementation, as well as provide technical assistance in tasks taken in relation to Economic Regulation. The incumbent has to undertake and develop research work and develop and analysis with products, prices, procedures and policy, in order to meet the Commissions and time scale, ensuring data integrity. The incumbent works closely with the Board, Executive Management, Managers, Senior Officers and the HR team for the development and effective implementation of FCCC's strategic goals.

Role Dimensions

No. of Direct Reports:	1. Senior Market Analyst - Energy 2. Senior Market Analyst – Infrastructure
No. of Sites	All three (3) regions

Key Result Areas (KRA's)

Key Accountabilities

- Support senior staff in the production, editing, and writing of high-quality research reports, articles and other materials relating to but not limited to price surveys and processing of price submissions;
- Research pertinent issues locate and collect relevant materials, write research reports, summaries and briefs relating to but not limited to price surveys and processing of price submissions;
- Make tabular formats, fact sheets, graphs and reports on each of the research results in order to summarize them;
- Collect data from primary and secondary data sources;
- Conduct site visits and case studies of Economic Regulation issues relevant to the job requirements;
- Collect data and gather information relevant to research activities assigned using a variety of research techniques and business applications ensuring that statistical accuracy is valid;
- To document and analyse the pricing and costing formulas and techniques using process mapping and critical examination techniques, liaising with relevant departments to ensure accuracy and verification;
- To examine relevant local and national policies, procedures and legislation, ensuring that any potential impact upon specific research is communicated to relevant personnel
- Carry out any other duties assigned by the Chief Executive Officer.
- Promote a culture of change and innovation
- Ensure the ongoing evaluation and review of work practices and processes in all areas of responsibility in wider organisation, constantly looking at business improvement
- *Responsible for the effective development, coordination and implementation of ER training and development programs for all employees.*
- To ensure a fair and consistent approach to FCCC's policies and procedures, promoting a positive culture within the business, whilst minimizing risks.
- Champion and provide visible leadership
- Develop, coordinate and implement human resource management best practices to better manage the staff members.

Key Performance Indicators (KPI's)

- Refer to Annual KPI set every financial year

Qualification, Knowledge and Experience

- Excellent writing, communication, research, analysis, organizational, and teamwork skills;
- Ability to work independently and as a part of project teams;
- Ability to take leadership responsibility for projects or parts of projects;
- Ability to manage time efficiently and meet deadlines under pressure;
- Experience of data entry;
- Ability to manipulate data and produce reports;

Skills and Abilities

The incumbent shall possess an academic expertise in economics, accounting or any other relevant field of study with strong industry sector knowledge of the markets in which regulated industries operate. The applicant must possess 5-10 years of experience in the senior position or management level, and or possess significant experience in the utilities sector, in the industry, or policy maker or as a consultant specializing in these sectors. Incumbent shall have an excellent, effective, clear and precise communication and people management abilities. Be an independent thinker with the ability to identify problems and contribute to the development of solutions, helping FCCC to remain at the cutting edge of innovative thinking in the regulated sector. Applicant with knowledge in FCCC Act 2010 would have an added advantage.

Risk and Compliance

-

Internal / External Relationships

Internal

- FCCC Board
- Executive Management
- All Managers and All staffs

External

- Regional and Local Training Institute
- Relevant government Ministries
- Development partners
- Contractors
- Suppliers
- Media Agencies
- Other stakeholders

Authority Level

Managerial.

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 concerned staff and Executive Management.

APPROVAL and ENDORSEMENT

Name of Job Holder

Date:

Signature:

Name of Section Head	Date:	Signature:
-----------------------------	--------------	-------------------