

Incumbent Name:		Emp No:	N/A
Job Title:	Senior Research & Policy Officer	Position Type:	3-year contract
Department:		Salary scale:	
Location:	Suva	Region	Central Eastern
Directly Reporting To:	CEO	# of Reports:	N/A

Organization Summary

The Fijian Competition and Consumer Commission ('FCCC') is an independent statutory body established under Section 7 of the Fijian Competition and Consumer Commission Act 2010 (FCCCA2010) that promotes effective competition and informed markets, encourages fair trading, and 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

Under the supervision of Deputy CEO, the Senior Research & Policy Officer will be responsible to identify new markets and conduct relevant quantitative and qualitative research and evaluation design with implementation. Will be required to undertake and carry out thorough research work and develop policy paper on the research subject.

Nature & Scope

Senior Research and Policy officer will play a key role in shaping the research agenda and research projects of the organization within areas of responsibility. The Senior Research & Policy Officer will be responsible for delivering policy analysis, research and strategic advice on consumer issues to further FCCC's mission of achieving a fair outcome for all consumers. The purpose of this senior post is also to act an advocate for FCCC research and policy.

Role Dimensions

No. of Direct Reports	Nil
No. of Divisions	All three (3) regions

Key Result Areas (KRA's)

- Expand and represent FCCC's role in raising the standards of evidence and in translating evidence into policy & implementation
- Monthly and Quarterly report and Annual Report;
- Strengthen all processes and procedures by;
- Complete adherence to FCCC Act 2010;
- Research and Policy papers in timely manner

Key Accountabilities

- Work closely with the Management to set the ongoing activities and research.
- Support senior staff in the production, editing, and writing of high quality research reports, articles and other materials relating to but not limited to research and policy papers.
- Research pertinent issues locate and collect relevant materials, write research reports, summaries and briefs relating to but not limited to research and policy papers.
- Go through the different research documents and edit them.
- Make tabular formats, fact sheets, graphs and reports on each of the research results in order to summarize them.
- Develop surveys, case study protocols, and other data collection instruments.
- Lead employees using a performance management and development process that provides and overall context and framework to encourage employee contribution and includes goal setting, feedback and performance development planning.
- Lead employees to meet the organization expectation or productivity, quality and goal accomplishment.
- Develop and strengthen more research work and policy paper work.
- Manage the overall operational budgetary and financial responsibilities and activities of the Research Division.
- Advise on National, Regional and International competition and consumer welfare matters;
- Coordinate contribution to relevant publications and international competition networks events.
- Spearhead the Authority's resources mobilization initiatives from development partners;
- Respond to enquiries from government agencies and other stakeholders on relevant competition issues;
- Maintain an effective database of relationships and contacts;
- Identify research areas, develop research proposals and execute research studies on the insurance and industries;
- Participate in research surveys in liaison with the parent departments;
- Provide support in report writing and dissemination of research papers and policy briefs;
- Participate in the review and implementation of processes and procedures in accordance to ISO 9001:2008 and transition to ISO 9001:2015 standards; and
- Participate in monitoring and evaluation of the Authority's Performance Contract activities and reporting as appropriate.

Key Performance Indicators (KPI's)

- ✓ Refer KPI Assessment Form

Qualification

- Master's Degree in any business discipline or with equivalent and relevant experience in the area of research, policy paper writing, data analysis, market surveillance and people management.
- Have a critical mind to challenge status quo and exceptional report writing skills.

Knowledge and Experience

- Comprehensive work experience of 5 years and above in the field of Research;
- Exceptional report writing skills;
- Having good investigation skills will be an advantage;
- years research experience gained from reputable organizations; and
- Diverse experience in identifying research areas, development of research tools, report writing and dissemination of information.

Skills and Abilities

- Ability to communicate both inside and outside the organization
- Ability to write complex reports
- Analytical skills
- Organization and inter personal skills

Risk and Compliance

All communication and research work carried out with stakeholders should be accurate and in line with the FCCC Act 2010.

Key Challengers / Success Factors

- Excellent writing, communication, research, analytical, organizational and teamwork skills.
- Ability to work independently and as a part of project teams.
- Ability to take leadership roles in research work.
- Ability to manage time efficiently and meet deadlines under tight schedules.
- Ability to analyze data and produce reports.
- Excellent experience and knowledge of computer skills.
- Ability to write clear, concise, robust and balanced research reports.

Internal / External Relationships

Internal:

- CEO, DCEO;
- All Managers including Regional Managers and Coordinator Operations;
- All Staffs.

External:

- Ministry (ies) and other relevant organizations as required;
- Stakeholders.

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.

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, CEO and Human Resources Unit.

APPROVAL and ENDORSEMENT

	Date:	Signature:
	Date:	Signature:

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