

## JOB DESCRIPTION

<b>Incumbent Name:</b>	<i>TBC</i>	<b>Emp No:</b>	<i>TBC</i>
<b>Job Title:</b>	Assistant Market Analyst – Energy	<b>Position Type:</b>	Fulltime
<b>Department:</b>	Economic Regulations	<b>Salary scale:</b>	Band 4
<b>Location:</b>	FCCC Suva Office	<b>Region</b>	Central/Eastern
<b>Directly Reporting To:</b>	<ol style="list-style-type: none"> <li>1. Senior Market Analyst - Energy</li> <li>2. Manger Economic Regulations</li> </ol>	<b># of Reports:</b>	

### 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 Assistant Market Analyst- Energy is responsible for carrying out market research, analysis and monitoring of the regulatory environment of the Energy market including new developments and making recommendations to the FCCC on relevant policy changes. The incumbent will also assist the FCCC achieve its stated objectives specified in the FCCC's Strategic Plans, by ensuring compliance with the FCCC's key performance indicators and the administration of the work under the FCCC Act 2010 relating to Economic Regulation.

### Nature & Scope

The focus on the role will be to assist in strengthening the policies and regulation of the Energy sector underpinning the performance of all utilities in order to ensure that regulatory decisions sets the prices and standards that reflect efficient costs, remove monopoly prices and provides an incentive to invest. The Assistant Market Analyst- Energy will work closely with the Market Analyst, Senior Market Analyst and Managers for the assessment and effective implementation of economic regulation activities.

### Key Result Areas (KRA's)

- Research and Analysis
- Quarterly regulated industry reports
- Board Information Papers concerning the industry
- Regulatory Reporting Requirement Framework
- Recommendation correct and sound advice to the FCCC
- Timely Reports and Reviews

## Key Accountabilities

- Ensure core objective of FCCC is achieved through effective research and market analysis for the respective industry.
- Assist the economic regulations team in carrying out market research, analysis and monitoring of the regulatory environment of the energy sector including new developments and making recommendations to the FCCC on relevant policy changes.
- Assist in cases and projects, in accordance with the FCCC's strategy and sector policy plans.
- Support in evaluating rate applications with emphasis on economic regulation, regulatory finance and competition economics.
- Assist with market research, statistical inputs and other relevant analysis.
- Assist with formulating policy considerations for the FCCC supported by economic analysis.
- Support senior officers in developing scenarios for the energy market.
- Carrying out assignments to agreed performance/quality standards and timescales to achieve high levels of stakeholder satisfaction.
- Provide assistance in the economic regulation of other sectors regulated by the FCCC as required from time to time.
- 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.
- 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.
- Ensure Innovation and continuous improvement and business excellence strategies are implemented on a random basis to achieve the desired outcome of FCCC.
- Carry out any other duties as and when required and in line with the FCCC Act 2010.

## Key Performance Indicators (KPI's)

- Complete review of two (2) orders issued under FCCC Act 2010 to seek amendment, revocation or extension.
- Undertake price reviews of all submissions made to FCCC in a timely manner.
- Ensure timely reviews are done and board paper are submitted on a timely manner.
- Activity reports are provided to Department Heads within the prescribed timeframes for each quarter, month and weekly.
- Ensure the FCCC strategy activities are implemented to achieve the desired outcome.

***(To be Added upon commencement of the position)***

## Qualification

Successful applicant should possess tertiary qualification in Economics, Applied Mathematics, Physics, Statistics Accounting or any other discipline with relevant industry experience of 1-2 years in the above fields. Applicant with excellent information and data analytical skills are encouraged to apply.

## Knowledge and Experience

- Uphold & adhere to FCCC principles and values.
- Good listening, interpersonal, written and oral communication skills.
- Demonstrate a keen interest in research and analysis.
- Ability to absorb and support new facts, data and information rapidly.
- Good quantitative skills and knowledge of statistical methods.
- Ability to work on own initiative or as part of a team.
- An energetic, creative, and collaborative approach to working and problem solving.
- Must be able to work in a team environment as well as independently.
- Able to prioritize, anticipate, and deliver multiple, sometimes competing objectives under tight deadlines.
- Ability to handle complex issues/ fraudulent and investigation.
- Ability to work on own initiative or as part of a team.

## Skills and Abilities

- 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.
- Must be able to write clearly and concisely.
- Independently Conducting inspections.
- Good communication, problem solving and analytical skills.
- Ability to write clear, concise, robust and balanced research reports.
- Be able to work to deadlines, be highly organized and have the ability to work under pressure.
- Ability to track for information from sources relating to a particular activity.
- Ability to stand his/her ground when seeking information.
- Willing to travel to other locations.

## Risk and Compliance

- Timely submission of reports/information papers
- Comply with FCCC's work policy (Human resource policy, Standard Operating Procedures).
- Health and Safety at Work Act 1996/FCCC Act 2010

## Key Challengers / Success Factors

To carry out successfully inspection through the enforcement the Electricity Act 2017. Develop and Implement effective Inspection and monitoring methods, procedures or mechanisms against the industry best practices to achieve outcomes that are conducive to businesses as well as consumers.

## Internal / External Relationships

### Internal

- Manager Economic Regulations
- CEO, GMO, All Managers including Regional Managers.
- All staffs

### External

- Regulated Industries
- Relevant stakeholders & Other relevant Government Ministries and local Institutes

## Authority Level

### Financial Authority Level

Not applicable

## 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.

### 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, Department Manager and Human Resources.

## APPROVAL and ENDORSEMENT

<b>Name of Incumbent</b>	<b>Date:</b>	<b>Signature:</b>
<b>Name of Department Manager</b>	<b>Date:</b>	<b>Signature:</b>
<b>Manager Human Resources Name</b>	<b>Date:</b>	<b>Signature:</b>

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