



COOK ISLANDS INVESTMENT CORPORATION

Government of the Cook Islands

JOB DESCRIPTION

Job Title:	Contractors and Procurement Specialist
Division	Asset Management
Responsible To:	GM – Asset Management
Responsible For:	N/A
Job Purpose:	This a broad fixed term position responsible for ensuring the efficient and effective management and administration of cross functional Contract Procurement and Management Plans for the Asset Management division, along with broad activity management functions to ensure the asset management delivers quality assets that serve the Cook Islands people.
Job Classification:	N/A
Date:	12 January 2023

AGENCY VISION:

The vision that CIIC aspires to contribute to is:

Te au apinga puapinga te ka tauturu i te iti-tangata Kuki Airani.
“Quality assets that serve the Cook Islands people.”

A longer version of the CIIC vision has also been developed to provide better context

Tau meitaki no te akakoro’anga, akatuke atu i te au apinga no te katoatoa te ka oronga mai, tauturu mate akameitaki atu i te turangaora’anga o te iti-tangata Kuki Airani.

“Fit for purpose, transformational public assets that deliver, serve, and improve the wellbeing of the Cook Islands people, in harmony with our culture and our environment.”

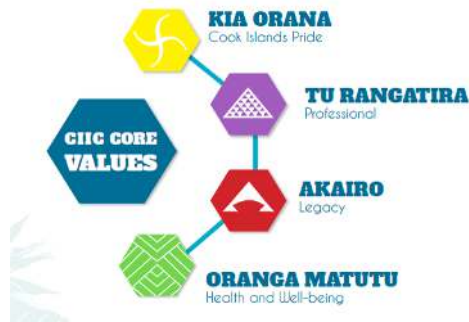
CIIC’s vision (quality assets that serve the Cook Islands people) has a very wide remit, therefore has a vast scope of responsibilities and contributes in a number of ways to the National vision and national development sustainable plan.

CIIC’s vast scope of responsibility includes:

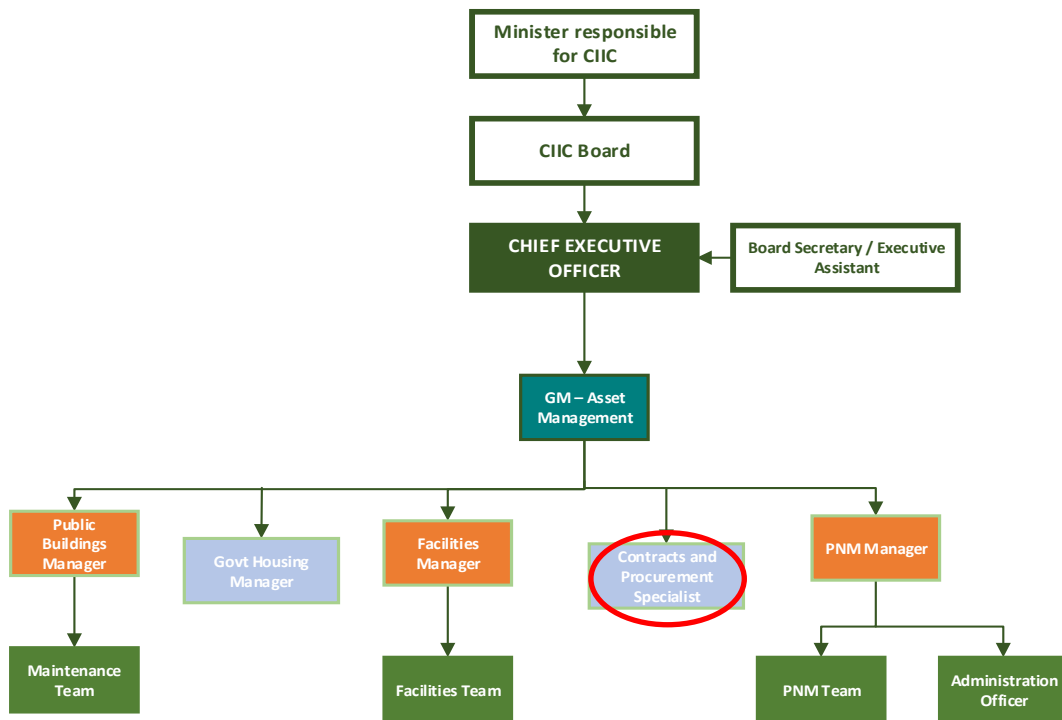
1. Crown land, Government infrastructure including Government buildings,
2. The Ports and Airports of Rarotonga and Aitutaki,
3. Te Aponga Uira Power Authority and Te Mana Uira o Araura,
4. Bank of the Cook Islands,
5. Investments in reticulated Water and Sanitation,
6. Telecommunications infrastructure and enterprises including Avaroa Cable,
7. Facilities management including Punanga Nui Market; and
8. Seabed mineral assets and enterprises

The CIIC has a vast scope of responsibilities with technical ownership of all crown assets and contributing to national development across a number of areas.

AGENCY VALUES:



ORGANISATION CHART:



KEY RESULT AREAS (KRA'S)/ OUTPUTS:

KRAS FOR THE POSITION:	KEY PERFORMANCE INDICATORS:
<p>KRA 1: Procurement Administration</p>	<ul style="list-style-type: none"> • Be the procurement specialist for the Asset Management team and provide advice to the team • Leading the full range of procurement processes for the Asset Management Division in a cross-functional environment, in a sole lead capacity, and/ or in a support capacity, including but not limited to sourcing quotes, preparing quote reports, preparing and coordinating quotation programmes and tenders • Drafting, and helping the Asset Management team by developing, implementing, managing and coordinating procurement contracts and service level agreements/documents for proposals in line with standard best practice • Managing calls for tenders/calls for proposals (e.g. publication, organization of and assistance to evaluation and selection process, contract award etc)

	<ul style="list-style-type: none"> • Scheduling and engaging with suppliers and Stakeholders, to ensure • Input of information into core enterprise systems such as CIIC's FMIS, smartsheets etc • Ensure compliance with existing procurement policies and procedures • Draft processes and procedures for procurement • Undertaking Research analysis and budget estimates to enable forecasting of procurement activities • Serves as the primary contact relating to procurement and contract management for all participating stakeholders
KRA 2:Contract Drafting and Management	<ul style="list-style-type: none"> • Drafting and support negotiating contracts/agreements across the division, on all divisional matters including and not limited to procurement related, project related and tenancy related matters • Follow up on contract/agreement interpretation/implementation, performance and regulatory compliance • Assist Asset Management Division with issues in contract/agreement life cycle • Supporting building and maintaining of an up-to-date tender, contractual and other legal commitments database • Ensuring compliance with existing policies and procedures • Reviews non-contracted purchases to identify opportunities for standardization, contracting and cost reduction • Responsible for regular reporting including contracts completed, cost savings and other metrics to the AMD GM
KRA 3: Project Planning & Management	<ul style="list-style-type: none"> • Internal feasibility and planning documents, • Concept Note development, • Activity Plan Document development, • Tender Management of approved projects • Project documentation including for example project activity plans, regulatory documentation such as EIAs or building permit applications, schedule of works, contractor engagement documentation, and/or • On selected projects for the Asset Management division, act as the Activity and, or Project Manager, and, or provide assistance to GM or functional managers in terms of delivery. • For said selected projects, development, management, and monitoring of project plans. • Policy or report drafting as directed
KRA 4:Asset Management Division Oversight with the GM	<ul style="list-style-type: none"> • Act as 2IC to GM Asset Management when required • Broad assistance to GM in terms of reporting and monitoring of division activities and projects, including ensuring divisional / project portals are up to date (with functional managers, eg smartsheets), and liaison thereof • Successful completion of assigned projects across asset management functional areas

	<ul style="list-style-type: none"> Assist with divisional plans, strategies, policies, operational docs and so forth, with and at the direction of the GM
KRA 5: Team Player Be an active part of the CIIC team.	<ul style="list-style-type: none"> Ability to maintain a positive attitude and professional demeanor and appearance at all times and perform well under project constraints and deadlines Contribute to credibility of organization, including complying with the code of conduct, acting professionally, diligently, when discharging job duties, and managing any conflict of interests appropriately Contribute to team performance and the achievement of departmental, team and organizational goals and objectives Compliance with CIIC and CIGOV policy and procedures is maintained along with active contribution to continuous improvement Seeks information about the real underlying needs of stakeholders beyond those expressed initially
KRA 6: Contributing to CIICs Values Be an active part of the CIIC team.	<ul style="list-style-type: none"> Ability to maintain a positive attitude and professional demeanor and appearance at all times and perform well under project constraints and deadlines Shows flexibility and adapts to changing and challenging situations through assisting and supporting the organisation on general matters, as directed.
KRA 7: Workplace Health and Safety The employee is responsible for contributing to workplace health and safety.	<ul style="list-style-type: none"> Adherence to Health and Safety regulations for the various work sites Identifying hazards in a timely and appropriate manner. Eliminating, isolating and minimizing hazards. Monitoring Workplace Health and Safety and bringing deficiencies to the attention of the GM-Asset Development, GFDD Manager or HR Manager Complying with all health and safety policies, requirements and instructions.

WORK COMPLEXITY

This position encompasses a range of challenging activities undertaken (3-4 examples):

1	Works cooperatively and collaboratively with a number of teams and roles across the Asset Management Division
2	Requires flexibility and ability to integrate individual duties with the work of others to achieve team goals
3	Follow established guidelines and procedures within regulatory framework to complete the range of duties required by this role with minimal supervision

AUTHORITY:

Authority levels expressed in terms of routine expenditure, granting loans, and recruiting and dismissing staff.

Financial	Not applicable
Staff	Not applicable
Contractual	Not applicable

FUNCTIONAL RELATIONSHIPS:

The requirement for human relations skills in dealing with other personnel and external contacts.

Internal	Nature of Contact (Routine, Light, Medium, Heavy)	External	Nature of contact (Routine, Light, Medium, Heavy)
<ul style="list-style-type: none"> • Divisional manager and assigned supervisors • All divisions 	Medium <ul style="list-style-type: none"> • Clear and ongoing communications • Progress and status updates • Collaboration, respect and professional engagement 	Routine <ul style="list-style-type: none"> • Contractors, suppliers, other government agencies & regulatory bodies 	Heavy <ul style="list-style-type: none"> • Building and maintaining professional relationships and networks

QUALIFICATIONS (OR EQUIVALENT LEVEL OF LEARNING)

Level of education required to perform the functions of the position. This combines formal and informal levels of training and education.

Essential: (least qualification to be competent)	Desirable: (specific qualification for job)
Certificate level in Business Administration or a related other relevant area, or Professional Qualification	Undergraduate or graduate degree in Business Administration or other relevant area

EXPERIENCE

The length of practical experience and nature of specialist, operational, business support or managerial familiarity required. This experience is in addition to formal education.

Essential: (least number of years to be competent)	Desirable: (target number of years you are looking for)
Minimum of five years' procurement experience working, ideally within a shared services environment.	Ten years' experience working in a government across multiple sectors.

KEY SKILLS / ATTRIBUTES / JOB SPECIFIC COMPETENCIES

The following levels would typically be expected for the 100% fully effective level:

Expert level	<ul style="list-style-type: none"> • Strong communication skills • Sense of confidentiality, professional integrity and service mindset • Creates opportunities to initiate relationships. • Identifies significant opportunities for contribution, • Identifies key contact in target organizations and finds ways to make personal connections. • Nurtures the relationship over time to build rapport and trust and develop a basis for future interactions
Advanced level	<ul style="list-style-type: none"> • Experience in research and data analytics • Experience/background in contract procurement • Sense of accountability and attention to detail

	<ul style="list-style-type: none"> • Makes change real for individuals by explaining to individuals specifically how the change will affect their organization and roles. • Integrates the change very clearly with existing work/projects. • Builds on recent change initiatives to increase enthusiasm and commitment to the change process • Makes complex plans and analyses. Uses analytical techniques to break apart complex problems into component parts, identifies multiple solutions and weighs the value of each • Stays current in a demanding and changing business environment with new approaches, tools, methods and/or technologies that may impact the business. Quickly assimilates and understands a constant stream of new information • Seeks information about the real underlying needs of stakeholders beyond those expressed initially
Working Knowledge	<ul style="list-style-type: none"> • Strong Computer Skills with Microsoft Office (Excel, word, Outlook) • Excellent command of both written and spoken English • Ability to deliver accurate work under pressure
Awareness	<ul style="list-style-type: none"> • Planning and time management. • Understanding of CI Government Policies and Procedures

CHANGE TO JOB DESCRIPTION

Changes to the Job description may be made from time to time in response to the changing nature of the Agency work environment - including technological or statutory changes.

Approved:

CEO

Date

Employee

Date