



# Terms of Reference

## Project Officer, Te Tau Papa o Avarua Phase 1 Project (TTPA<sup>P1</sup>)

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### About this document

This document specifies the terms of reference for the provision of project support services to the Cook Islands Investment Corporation (CIIC) for the Te Tau Papa o Avarua Phase 1 Project (TTPA<sup>P1</sup>). A Project Officer is required to competently carry out tasks over a range of the projects activities.

### Background and purpose

*The Te Tau Papa o Avarua Phase 1 Project Outputs include:*

1. *Beautification of Avarua Town and Panama Reserve*
2. *Improved walk and cycle ways between Avarua Harbour and the Airport*
3. *Improved public toilets and recreational facilities in central Avarua and Panama*
4. *Restructured and future-proofed Punanga Nui Market*

*CIIC is seeking a person with multifaceted skills and experience to undertake support activities where needed in project related communications, scheduling, coordination and administration. The successful applicant will be dynamic, have good time management skills, be innovative and strategic in thinking and have good problem solving skills.*

### Scope of Services

The scope of works will generally include but not be limited to one or a combination of, the following:

- Project releases & notices, media and promotions
- Other communications strategy activities
- Organising consultations and minute taking
- Secretariat activities and documentation for Project Advisory Group meetings
- Change management activities
- Receive and process project related complaints. Maintain the grievance redress mechanism

### Minimum qualifications/experience required

- Certificate in Project Management or Business Studies
- Minimum 5 years' work experience in Communications or Project Management related field.
- Demonstrated familiarity with CIG Procurement Policy and activity management system (Tarai Vaka Process)

### Outputs

- Project related activities are carried out competently and in a timely manner

### Timeframes

The following timeframe is proposed for these services:

Indicative Contract Term*	From April 2023 / 12 months
Standard work hours per week*	8am to 4pm Monday to Friday
Note: *Contract Term and Standard work hours per week are Negotiable	

### Performance Standards

The Project Officer will be expected to maintain professional standards in its conduct with objectivity and integrity. All external consultations whether one-on-one or in group settings shall be conducted in a meaningful and engaging manner.



The Project Officer will draw on existing policies, research analysis and reports as appropriate to the assignment, including but not limited to the Cook Islands Building Code, relevant laws, regulations, standards and policies.

All sensitive information made available to the Project Officer in relation to the project shall be held in-confidence.

## Delays in Delivery of Services and Outputs

If delays are anticipated the CIIC must be informed at the earliest opportunity