



COOK ISLANDS INVESTMENT CORPORATION

Government of the Cook Islands

JOB DESCRIPTION

Job Title:	Project & Infrastructure Analyst
Division	Infrastructure Committee Secretariat, Asset Development Division
Responsible To:	General Manager, Asset Development
Responsible For:	Nil
Job Purpose:	The purpose of this role is to: <ul style="list-style-type: none">• Provide executive and professional support to the Infrastructure Committee (IC) and Project Coordination Committee (PCC) in the delivery of its respective functions• Lead the implementation of sector initiatives to enable effective oversight and delivery of Governments infrastructure investments across the nation
Date:	10 May 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.

POSITION SUMMARY:

The Infrastructure Committee (IC) is constituted to focus on the planning, prioritization and efficient implementation of Governments infrastructure projects. The IC comprises of Heads of key government agencies responsible for infrastructure project delivery and management, and private sector expertise.

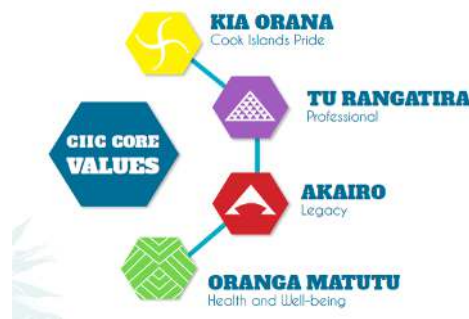
The Project Coordination Committee (PCC) is a sub-committee of the IC, comprising of senior managers from the key government agencies tasked with project delivery. The PCC is a forum to discuss operational project issues and to give operational advice regarding prioritization of resources to maximize efficiency and minimize conflicts. The PCC reports to the IC.

Secretariat services to the IC and PCC are provided by CIIC. The secretariat function will continue to evolve overtime to effectively support the IC and PCC. CIIC's goal for the secretariat role is **Effective oversight of Governments Infrastructure investments across the nation**. The short to medium-term (2023 to 2027) outcomes as reflected in the Statement of Corporate Intent are:

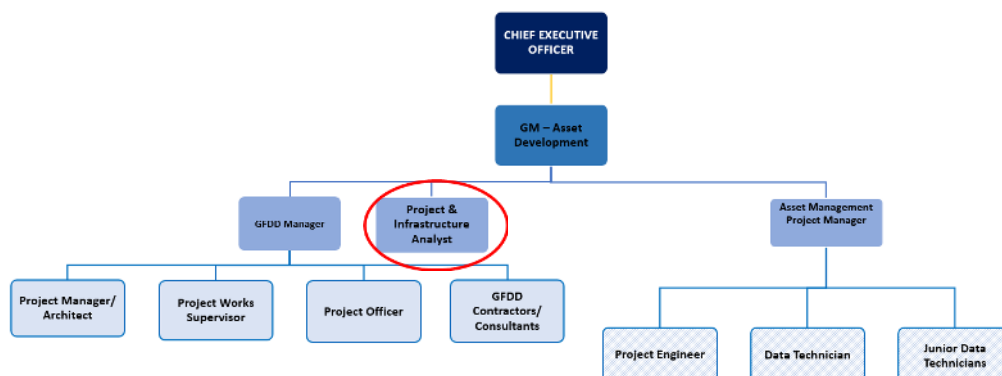
- *Increased cooperation with donor partners to progress delivery of the National Infrastructure Investment Plan (NIIP) pipeline*
- *Support growth in private sector capacity to deliver the NIIP pipeline*
- *Support technical skills development to bridge short, medium and long-term capacity gaps in engineering, design and project management.*
- *Effective project monitoring and reporting by agencies to the IC through the use of online platforms*
- *Undertake mid-term review of the NIIP.*

The IC secretariat role sits within the Asset Development Division. The Project Analyst leads the secretariat function, supported by the GM -Asset Development.

AGENCY VALUES:



ORGANISATION CHART:



KEY RESULT AREAS (KRA'S)/ OUTPUTS:

KRAS FOR THE POSITION:	KEY PERFORMANCE INDICATORS:
<p>KRA 1: Provide executive and professional support to the Infrastructure Committee (IC) and Project Coordination Committee (PCC) in the delivery of its respective functions</p>	<ul style="list-style-type: none"> • Timely scheduling of meetings and distribution of Agenda and meeting papers • Accurate recording of meetings (minutes) and action points summaries and distribution in a timely manner in accordance with the IC and PCC Terms of Reference. • Preparation and/or presentation of reports and briefings to the IC on PCC matters discussed, resolved or needing IC attention. • Coordination and soliciting input from IC/PCC members on upcoming meeting agenda items and invited attendees. • Preparation of reports or information papers, on behalf of the IC or PCC for various TOR related purposes.
<p>KRA 2: Lead the implementation of sector initiatives (projects/activities) to enable effective oversight and delivery of Governments infrastructure investments across the nation, as identified in CIIC's statement of corporate intent. Initiatives include but are not limited to:</p> <ul style="list-style-type: none"> • Developing an ODA project pipeline • Launching an infrastructure capital programme website • Conducting bi-annual contractor capacity survey • Various initiatives supporting technical skills & capacity development in project management, engineering & related fields • Streamlining reporting mechanisms & formats to and from IC • Organising public and private sector workshops or other forums as needed i.e. to support the NIIP review 	<ul style="list-style-type: none"> • Engages effectively with various stakeholders, and fosters good working relationships internally and externally • Demonstrates project and activity management leadership • Shows flexibility and adapts to changing and challenging situations • Maintains professionalism when communicating with various stakeholders including during difficult situations • Obtains clear approvals and sign-offs where required • Effectively manages expectations and follows through on commitments • Leads collective input of internal and external stakeholders to achieve optimal outcomes • Conducts self in line with Corporation and Government ethics, policies and procedures • Achieves agreed project milestones and contributes to the achievement of the IC secretariats annual workplans • High-level of autonomy, commitment, and attention to detail • Complies with CIIC and Government activity management systems • Effective financial management of allocated budgets • Expressed satisfaction by the IC, PCC and CIIC CEO.
<p>KRA 3:Contributing to CIICs Values</p> <p>Be an active part of the CIIC team.</p>	<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 • Maintain effective systems for monitoring, reviewing and evaluating own and others' performance against the divisional plan and Professional Development Review • Assist organisation on general matters, as and when required.

KRA 4: Workplace Health and Safety The employee is responsible for contributing to workplace health and safety	<ul style="list-style-type: none"> 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 your manager. Complying with all health and safety policies, requirements and instructions.
--	--

WORK COMPLEXITY

Indicate most challenging problem solving duties typically undertaken (3-4 examples):

1	Accurate meeting records and timely distribution to the IC and PCC
2	Effective engagement at various levels of Government and within the private sector to inform various reports or works
3	Analysing key issues affecting NIIP or infrastructure pipeline, and implementing or contributing to improvement strategies.

AUTHORITY:

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

Financial	With prior approval of the GM.
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"> Members of the Infrastructure Committee (IC) and Project Coordination Committee (PPC) General Manager and CEO All Divisions 	<p>Heavy Periodical reporting requirements Coordination role to ensure deadlines are met, and reminders that project reports are due</p> <p>Heavy Providing reports when required</p> <p>Light Advise, collaborate, influence, inform and deliver</p>	<ul style="list-style-type: none"> Cabinet Ministers Govt Ministries, Crown Entities and Agencies, including local island govt. administrations and council members of the Pa Enua Other regional and international organisations/representatives such as but not limited to: ADB, NZ govt. representatives, PRIF 	<p>Routine Periodic reporting to Cabinet</p> <p>Promoting Collation and analysis of current and future infrastructure projects and national plans</p> <p>Facilitate consultations, stakeholder engagement provide research support</p> <p>Reporting on the progress of the National Infrastructure Investment Plan</p>

		<ul style="list-style-type: none"> • Media 	Providing periodical media releases addressing related issues where required
--	--	---	--

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)
Diploma in any one of the following fields: construction or engineering, project management, planning/development, or any related field in the infrastructure or public sector	Degree or higher related to any or a combination of the following fields: construction or engineering, project management, planning/development, or any related field in the infrastructure or public sector

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 3 years' experience in secretariat or Executive support role	Essential experience with background in infrastructure project management in the public sector.

KEY SKILLS / ATTRIBUTES / JOB SPECIFIC COMPETENCIES

Essential:	Desirable:
Expert level	<ul style="list-style-type: none"> • Communicates with clarity and vision • Discretion, tact and diplomacy in handling sensitive information • Efficient writing of meeting minutes and executive support duties
Advanced level	<ul style="list-style-type: none"> • Experience in research and data compilation • Track record of success at a strategic level managing and delivering complex activities and projects • Success in building effective relationships with internal and external stakeholders • Report writing including preparation & delivery of presentations • Dashboard Reporting capability • Can do attitude, multi-tasking • Microsoft office (excel, word, projects, powerpoint, outlook, teams), and use of online meeting applications i.e. zoom • Effective planning and time management
Working Knowledge	<ul style="list-style-type: none"> • Knowledge of Cook Islands Infrastructure agencies and responsibilities • Project management essentials • Research and analytics • Collaborative working style
Awareness	<ul style="list-style-type: none"> • Knowledge of asset management essentials

	<ul style="list-style-type: none">• Cook Islands Government Tarai Vaka Process and Procurement Policy
--	---

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:

Employee

Date

Manager

Date