



COOK ISLANDS INVESTMENT CORPORATION

Government of the Cook Islands

JOB DESCRIPTION

Job Title:	Punanga Nui Market Assistant Manager
Division	Punanga Nui Market (PNM)
Responsible To:	PNM Manager
Responsible For (staff):	N/A
Job Purpose:	To carry out daily business operations and efficient administrative tasks for the PNM office and other small jobs that may be required from time to time for the Cook Islands Investment Corporation (CIIC).
Date:	30 March 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."

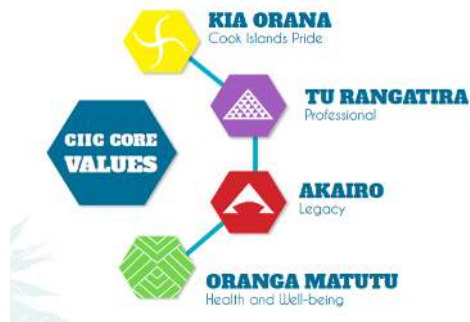
CIIC's vision (quality assets that serve the Cook Islands people) has a very wide remit, therefore has a vast scope of responsibilities and contributes in a number of ways to the National vision and national development sustainable plan.

CIIC's vast scope of responsibility includes:

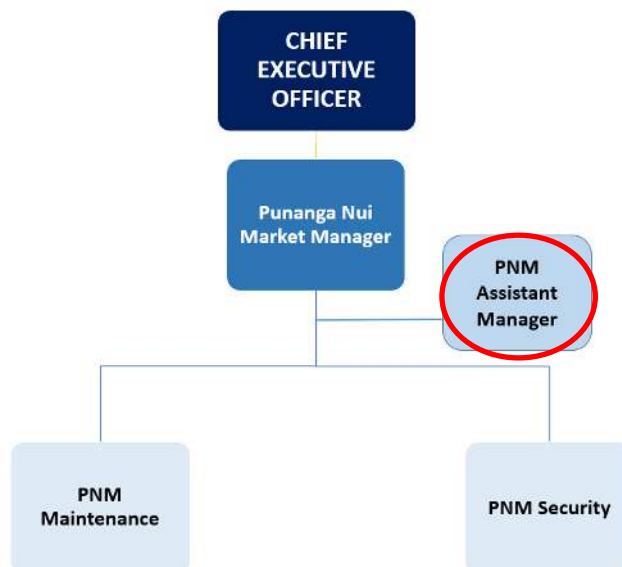
1. Crown land, Government infrastructure including Government buildings,
2. The Ports and Airports of Rarotonga and Aitutaki,
3. Te Aponga Uira Power Authority and Te Mana Uira o Araura,
4. Bank of the Cook Islands,
5. Investments in reticulated Water and Sanitation,
6. Telecommunications infrastructure 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:
KRA 1: Systems and Administration responsibilities	<p>Vendors:</p> <ul style="list-style-type: none"> Support new and existing vendors Ensure all market vendors information is secure, confidential and information is not disclosed without consent from the vendors <p>Staff:</p> <ul style="list-style-type: none"> Regularly update staff contact details in staff database Ensure company policies are followed by staff Assist manager with human resource matters With manager, monitor and set work plans for the PNM and with CIIC facilities maintenance team <p>Leadership:</p> <ul style="list-style-type: none"> Assist PNM Manager in managing small to medium scale projects, including procurement Assist PNM Manager in meeting CIIC's reporting and financing deadlines To act on behalf on PNM Manager, if and when required e.g. during leave of absence
KRA 2: Financial Management	<ul style="list-style-type: none"> Ensure vendors are charged accordingly; Vendors are advised of any outstanding accounts by phone calls, text, emails and when weekly collections/rounds are made

	<ul style="list-style-type: none"> Hut owners are invoiced, charged accordingly weekly/ monthly basis Facilitate purchase orders, payments and receipts processes for and behalf of PNM
KRA 3: Effective communication	<ul style="list-style-type: none"> Ensure the notice board and public information is regularly updated and outdated information is removed; Provide clear and concise information regarding vendor needs to the PNM Manager; Vendor needs are dealt with in a timely manner; Always verify the address/contact details of vendors and update on data base Provide vendors & hut owners latest updates with media releases and communications Ensure PNM website is up to date and updated Create and manage social media, including a PNM Facebook account and Instagram
KRA 4:Team Player Be an active part of the CIIC team.	<ul style="list-style-type: none"> Ability to maintain a positive attitude and professional demeanour 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 Attend and participate in staff, team and organisational meetings, when required.
KRA 5: 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 6: 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 Ensure work office space is clean and tidy at all times 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 PNM Manager, CIIC CEO 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	Complaints received by vendors and staff are dealt with at a reasonable time
2	Handling of very difficult suppliers/vendors on a daily basis
3	Following up on outstanding accounts with vendors

AUTHORITY:

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

Financial	None
Staff	None
Contractual	None

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)
Heavy PNM Manager	Concern for quality and standards	Heavy Stakeholders	Coordinate/ manage and promote
Medium PNM & CIIC Staff	Day-to-day, ongoing, routine	Heavy Vendors / Customers	Notice Board, emails, media releases and phone calls

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 relevant area OR 3 years working experience in supervisory role in private or public sector	Undergraduate or graduate degree in Business Administration or other relevant area OR 6 years or more working experience in a management role in private 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)
<ul style="list-style-type: none"> • Ability to communicate in Cook Islands Maori and English; • Able to work without supervision; • Honest and reliable; • Adaptable to changes in responsibilities; • Be of a pleasant disposition and go the extra mile. 	<ul style="list-style-type: none"> • Excellent standard of written and spoken Cook Islands Maori and English; • Excellent customer service skills • Friendly personality and the ability to work in a team environment; • Have a pleasant disposition, willing to take initiative and have a desire to learn.
<ul style="list-style-type: none"> • Minimum of three years in a supervisory role and must have demonstrated operational and staff management experience 	<ul style="list-style-type: none"> • Six 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 organisations 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 • 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 • 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) • Ability to deliver accurate work under pressure • Knowledgeable in financial processes • Ability to communicate effectively in English and Cook Islands Maori
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