



COOK ISLANDS INVESTMENT CORPORATION

Government of the Cook Islands

JOB DESCRIPTION

Job Title:	Senior Procurement and Contracts Specialist
Division:	Asset Development
Responsible To:	General Manager – Asset Development
Responsible For:	Nil
Job Purpose:	The Senior Procurement and Contracts Specialist develops and implements procurement strategies and activities to contribute to achieving project and agency objectives. The Specialist is the senior professional who provides expert advice, support, mentoring and guidance, and implements innovative solutions to improve procurement efficiencies and optimise value for money.
Job Classification:	N/A
Date updated:	24 January 2024

AGENCY VISION

The CIIC vision 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

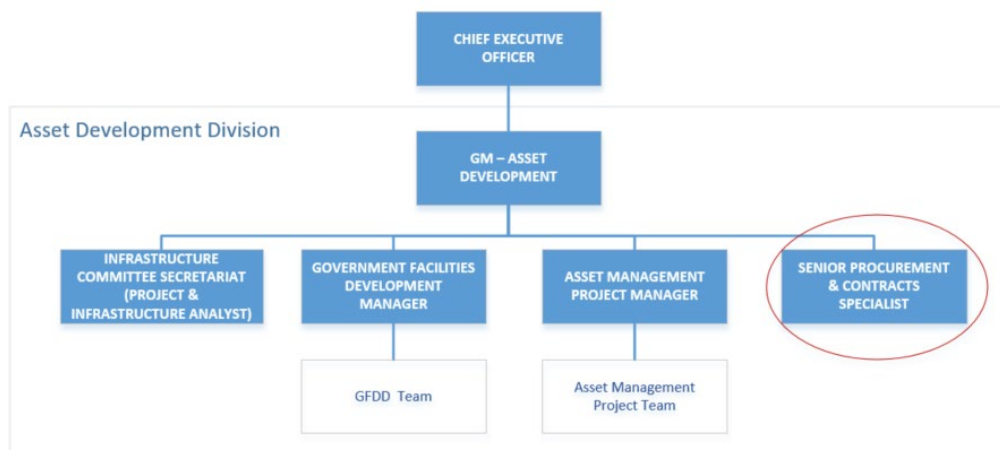
The CIIC has a vast scope of responsibilities with technical ownership of all crown assets and contributing to national development across a number of areas.

AGENCY VALUES:



ORGANISATION CHART:

The Asset Development Division organisation structure is below. Refer to the CIIC Statement of Corporate Intent for the CIIC and CIIC Group structures.



POSITION SUMMARY

The position sits within the Asset Development Division of CIIC. The Division is tasked with the design and implementation of specific infrastructure projects associated with government buildings and facilities. The Division is also responsible for implementing the new cross Government Asset Management framework and the Infrastructure Committee Secretariat.

The Senior Procurement and Contracts Specialist will report to the GM – Asset Development and work across the division implementing procurement activities for various construction related projects and outputs. The Specialist is not expected to implement all procurement activities, instead he/she will focus on implementing high risk procurement activities and developing/driving innovative solutions to improve procurement efficiencies for the division and organisation. The Specialist will also provide procurement support to the Asset Management Division as/when requested by the GM for Asset Management.

Procurement activities will generally comprise of:

- a. Drafting procurement plans or strategies for specific projects or outputs;
- b. Designing services or works packages and drafting tender documents;
- c. Managing tender processes in line with the Cook Islands Government Procurement Policy;
- d. Selecting or recommending appropriate contract standards for use on specific services or works, seeking contract advice/approval from Crown Law Office and/or CIIC Legal Manager;
- e. Designing and implementing procurement approaches for pre-approved suppliers, consultancy and contractor works (panel arrangements);
- f. Identifying innovative procurement solutions to improve efficiencies and optimise value for money.
- g. Undertaking research and analysis on market & supply-chain trends and recommending procurement solutions.
- h. Undertaking periodic reviews of contracting and procurement practises and implements improvements as necessary.
- i. Provide mentoring and identify capacity development needs & solutions for staff, and implement accordingly.

KEY RESULT AREAS (KRA'S)/OUTPUTS

KRAs for this position	Key Performance Indicators – job holder is successful when he/she:
KRA 1: Procurement and contracts management	<ul style="list-style-type: none"> Develops or oversees the development of procurement plans, tender documents, and draft contracts for selected activities or projects, and manages processes from drafting through to finalisation. Facilitates tender evaluations and prepares the necessary reports. Develops and maintains professional relationships with project managers/officers, suppliers/contractors, and other stakeholders. Ensures compliance with government procurement policy and public confidence in CIIC procurement activities. Effectively engages with CIIC Legal Division and Crown Law Office to understand & communicate contract law requirements in procurement and understands the appropriateness of different terms

KRAs for this position	Key Performance Indicators – job holder is successful when he/she:
	<p>and conditions. Seeks advice and approval on contracts pre and post tender.</p> <ul style="list-style-type: none"> Effectively administers/manages contracts for selected contracts.
KRA 2: Strategic Procurement Solutions	<ul style="list-style-type: none"> Undertakes market research to gain insight of the supply chain, risks, and other issues (e.g. legislation, policies) that impact on supply, construction, costs and other contract matters. Explores and drives innovative procurement solutions to solve complex contractual issues and/or procurement inefficiencies, and to drive value for money outcomes. Designs and implements procurement for pre-approved suppliers, consultancy and contracted works (panel arrangements); Provides specialist advice on complex contract development and management issues. Undertakes period reviews of contracting and procurement approaches. Recommends improvements and implements solutions where necessary.
KRA 3: Procurement programme & leadership	<ul style="list-style-type: none"> Develops and maintains an up to date procurement work programme and reports on progress and issues on a regular basis. Provides ongoing coaching, mentoring, positive reinforcement and constructive feedback, and capacity building to improve local/in-house expertise. Identifies and implements capacity development initiatives for staff and external partners/stakeholders.
KRA 5: Project / Activity Planning & Implementation	<ul style="list-style-type: none"> Contributes to CIIC and infrastructure sector strategic planning, preparation of project proposals (Concept Notes, APDs, etc) and implementation of various projects & initiatives as required.
KRA 4: Contributing to CIICs Values	<ul style="list-style-type: none"> Actively participates in CIIC retreats, staff gatherings and special events. Maintains positive attitude and professional demeanour and appearance at all times; Demonstrates embodiment of CIIC values.
KRA 5: Workplace Health and Safety	<ul style="list-style-type: none"> Takes ownership and responsibility for maintaining a healthy and safe workplace; Adheres to Health and Safety regulations on the various work sites; Proactively identifies and manages hazards; Reports any deficiencies to the GM or HR Manager in a timely manner.

WORK COMPLEXITY

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

1	Managing time and work priorities, ensuring alignment of work programme and progress to project & divisional plans
2	Developing and implementing innovative procurement strategies to reduce purchasing inefficiencies & optimise value for money.
3	Keeping up with market trends in construction and supplies.

AUTHORITY

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

Financial	Nil
Staff	Nil
Contractual	Purchase orders up to \$1,000, and to a maximum of \$30,000 with GM and CEO prior approval.

FUNCTIONAL RELATIONSHIPS

Internal	Nature of Contact	External	Nature of Contact
GM, Asset Development & GFDD Manager	<u>Heavy:</u> <ul style="list-style-type: none"> Establishing shared goals, objectives and workplans, Strategic & innovative procurement planning, Progress & issues reporting. 	Contractors, suppliers and Consultants	<u>Medium:</u> <ul style="list-style-type: none"> Procurement procedures Contract management Market & supply chain research
GM, Asset Management	<u>Medium:</u> <ul style="list-style-type: none"> Advice on complex contract development and management issues Designing contracts & implementing complex procurement activities 	Ministry of Finance & Economic Management (MFEM)	<u>Light:</u> <ul style="list-style-type: none"> Procurement, budget & TVP matters, Professional networking, project planning, resource negotiations, work scheduling.
CEO	<u>Medium:</u> <ul style="list-style-type: none"> Expert advice on procurement, contracts and strategic objectives. Progress & issues reporting. Tender & contract approvals 	Crown Law Office	<u>Light:</u> <ul style="list-style-type: none"> Contract advise and approvals
Project and property teams	<u>Medium:</u> <ul style="list-style-type: none"> Offering and providing technical support, advice and solutions. Mentoring & capacity development 	Infrastructure Cook Islands (ICI)	<u>Light:</u> <ul style="list-style-type: none"> Professional networking, Resource planning, & negotiations, work scheduling.
Other Asset Development Division staff:	<u>Medium:</u> <p>Contribute to broader Division KRAs, team cohesion, provide and receive technical support.</p>		
Management & staff	<u>Light:</u> <ul style="list-style-type: none"> Advice and technical support across the organisation. 		

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)	Advantageous: (other qualifications for job)
Relevant tertiary qualification	Relevant post graduate qualification

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 noted in the above section as an alternative.

Essential: (least number of years to be competent)	Desirable: (target number of years you are looking for)
10 years' experience in public sector, employed or contracted, in a role relating to Procurement and contract administration/management and/or construction/civil project management (client side)	15 years' experience in public sector procurement in building & construction industry.

KEY SKILLS /ATTRIBUTES/JOB SPECIFIC COMPETENCIES

Level of ability required for the job	
Expert	<ul style="list-style-type: none"> Demonstrated research, analytical and conceptual skills to optimise business outcomes and solve complex problems Demonstrated commitment to developing and maintaining specialist skills and knowledge in own area of expertise. Understanding of construction contracting. Excellent relationship management skills with a proven ability to build strong networks with key stakeholders and industry leaders. Ability to produce and recognise high-quality work and provide peer support and coaching to staff and colleagues. Strong communication skills (written and spoken) Knowledge in public tender management.
Advanced	<ul style="list-style-type: none"> Multitasking and time management Medium to high risk contracts development/management Demonstrated commercial acumen and experience in negotiations Experience in designing and drafting complex procurement and technical documents Team management and leadership. Computer literacy, with competence in using the Microsoft suite of products, and project management software (i.e. Ms Project and/or Smartsheets, or other). Knowledge of government procurement policies Experience in the Cook Islands and/or Pacific community. Knowledge and understanding of construction supply-chain. Knowledge in all aspects of building design and construction processes.
Working	<ul style="list-style-type: none"> Knowledge of NEC contract suite, NZS3910 contract standards or similar.
Awareness	<ul style="list-style-type: none"> Cook Islands Economy and issues faced by the Cook Islands. Cook Islands' political, economic, cultural and social structures. Cook Island Government activity management system (Tarai Vaka Process), Procurement Policy, and infrastructure sector (public and private sectors).

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:

GM Asset Development

Date

Employee

Date