



COOK ISLANDS INVESTMENT CORPORATION

Government of the Cook Islands

JOB DESCRIPTION

Job Title:	CIIC-ATOM Project Coordinator
Division:	Asset Development
Responsible To:	General Manager – Asset Development
Responsible For:	Nil
Job Purpose:	<p>The CIIC-ATOM Project Coordinator plays a key role in the implementation of the Green Climate Fund (GCF), Akamatutu'anga To Tatou Ora'anga Meitaki (ATOM) Building a healthy and resilient Cook Islands community - one block at a time Project.</p> <p>Key Responsibilities of the Project Coordinator include:</p> <ul style="list-style-type: none"> • Leading the planning, design and implementation of Output 2.1. • Coordinating with key stakeholders such as TMO and DCD to ensure effective collaboration and works delivery. • Managing project timelines, deliverables, and budgets. • Facilitating stakeholder inputs and consultations. • Preparing and presenting various project reports and updates.
Job Classification:	N/A
Date updated:	10 June 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."

CIIC's vision 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

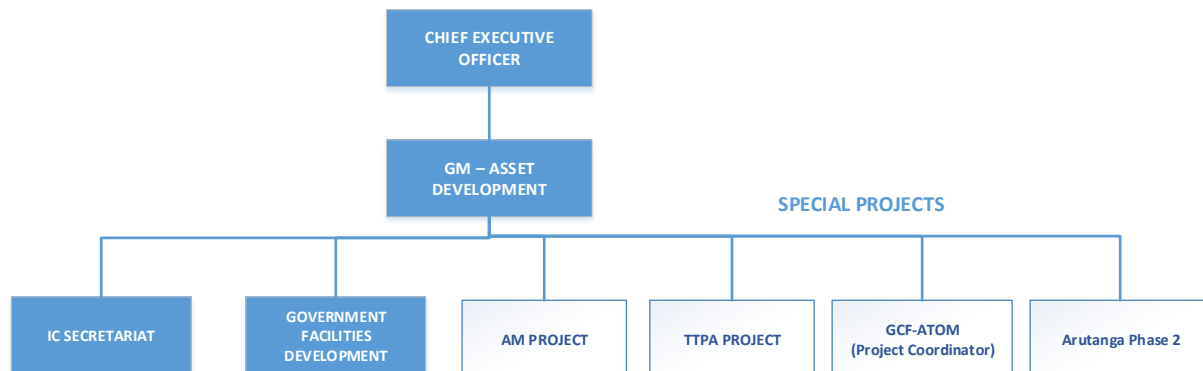
The CIIC has a vast scope of responsibilities with technical ownership of all crown assets and contributing to national development across a number of areas.

AGENCY VALUES:



ORGANISATION CHART:

This 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. Figure 1 shows the Asset Development Division organisation structure.



POSITION SUMMARY

The CIIC-ATOM Project Coordinator plays a key role in the implementation Green Climate Fund financed project titled "*Akamatutu'anga to tatou ora'anga meitaki: Building a healthy and resilient Cook Islands community - one block at a time*", referred to as the ATOM project.

The ATOM project is multifaceted, involving a number of work streams to be carried out over a 5-year period. The project is being implemented by Te Marae Ora Ministry of Health (TMO) and CIIC, with oversight of Development Coordination Division of the Ministry of Finance and Economic Management (DCD).

CIIC is designated Executing Entity for selected outputs, specifically **Output 2.1. : Health Centres in the Pa Enua, and Rarotonga, are resilient to Climate Change impacts**. Output 2.1 is intended to ensure that health centres are resilient to the impacts of climate change, particularly against the impact of extreme weather events.

- Activity 2.1.1: Completion of detailed technical designs for improvements to health facilities to achieve resilience to climate impacts.
- Activity 2.1.2: In-situ improvements of health facilities to strengthen climate resilience.

All undertakings, expectations, and requirements for the project are described in greater detail in the Funding Proposal – refer to <https://www.greenclimate.fund/project/sap034>

KEY RESULT AREAS (KRA'S)/OUTPUTS

KRAs for this position	Key Performance Indicators – job holder is successful when he/she:
KRA 1: Scoping and options assessments	<ul style="list-style-type: none"> • Leads assessments and reporting on work needed for each health facility, in partnership with the TMO. • Oversees external technical support to ensure reports are delivered on time. • Engages stakeholders, considers local context, and coordinates assessments to support informed decisions
KRA 2: Technical documentation – designs, specifications	<ul style="list-style-type: none"> • Plans, leads, and helps carry out technical work for designing upgrades at each health facility. • Manages the full design process. • Ensures timely approval of the final design/work and any changes.
KRA 3: Annual and milestone planning	<ul style="list-style-type: none"> • Prepares and updates work plans, timelines, and budget forecasts. • Manages project timelines and budgets. • Ensures approvals and consent from TMO, DCD, and other stakeholders. • Reports on progress and supports DCD reporting to GCF.
KRA 4: Risk Management	<ul style="list-style-type: none"> • Identifies and manages project risks early, and promptly informs the GM, CEO, or others as needed. • Takes action to fix issues and reduce any negative impact on the project
KRA 5: Procurement and	<ul style="list-style-type: none"> • Prepares terms of reference, tender documents, and manages procurement in line with government policy.

KRAs for this position	Key Performance Indicators – job holder is successful when he/she:
contracts management	<ul style="list-style-type: none"> • Works with CIIC Legal and Crown Law to draft and finalize contracts. • Coordinates work with TMO, contractors, and island governments. • Manages contracts, monitors quality, approves payments, and handles changes as needed.
KRA 6: Stakeholder Relations	<ul style="list-style-type: none"> • Maintains strong relationships with suppliers, contractors, and service providers. • Represents CIIC at project-related meetings and forums. • Builds effective partnerships with government agencies, Island Government and other stakeholders.
KRA 7: Sub project and overall project completion procedures	<ul style="list-style-type: none"> • Ensures as-built designs, asset registers, and maintenance plans are completed and uploaded to AssetFinda. • Prepares sub-project completion reports. • Helps prepare the final GCF project completion report
KRA 8: GCF and DCD requirements	<ul style="list-style-type: none"> • Ensures all project work follows the funding proposal and SAP requirements. • Makes sure environmental and social screening is done for each sub-project. • Responds to information requests promptly.
KRA 9: Technical support for other CIIC projects (when time permits)	<ul style="list-style-type: none"> • Provides technical support to other projects and organisation matters as needed, based on availability.
KRA 10: 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 11: 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.
2	Developing and implementing innovative design solutions to maximise value for money.
3	Coordinating delivery of materials and works in the Pa Enua to ensure works and deliveries are completed in a timely manner.
4	Ensuring high quality technical and works across all sub-projects.

AUTHORITY

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

Financial	Based on CIIC internal financial delegations procedure
Staff	Nil
Contractual	Nil

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 goals, work plans, and priorities • Performance management & development <u>Medium:</u>	Contractors, suppliers and Consultants	<u>Medium:</u> <ul style="list-style-type: none"> • Oversight of work deliverables • Contract management • Market & supply chain research <u>Medium:</u> <ul style="list-style-type: none"> • Works planning

Internal	Nature of Contact	External	Nature of Contact
GM, Land and Legal	<ul style="list-style-type: none"> Contract document reviews 	Development Coordination Division (DCD)	<ul style="list-style-type: none"> Progress reporting
CEO	<u>Medium:</u> <ul style="list-style-type: none"> Progress & issues reporting. Tender & contract approvals 	Te Marae Ora Ministry of Health (TMO)	<u>Medium:</u> <ul style="list-style-type: none"> Works planning & coordination Progress reporting
Asset Development Division staff:	<u>Medium:</u> <p>Contribute to broader Division KRAs, team cohesion, provide and receive technical support.</p>	Island Governments, through Executive Officer	<u>Medium:</u> <ul style="list-style-type: none"> On-island coordination & resource negotiations
Management & staff	<u>Light:</u> <ul style="list-style-type: none"> Advice and technical support across the organisation. 	Crown Law Office	<u>Light:</u> <ul style="list-style-type: none"> Contract advise and approvals Tender document reviews
		Major Projects & Procurement Support (MPPS)	<u>Light:</u> <ul style="list-style-type: none"> Procurement policy advice Tender process reviews

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)
Tertiary qualification in construction, architecture, engineering or related discipline	Degree or higher

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 building design and/or construction project management	Additional years' experience in public sector procurement.

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 outcomes and solve complex problems Demonstrated commitment to developing and maintaining specialist skills and knowledge in own area of expertise. Excellent relationship management skills with a proven ability to build strong networks with key stakeholders. Strong communication skills (written and spoken)
Advanced	<ul style="list-style-type: none"> Multitasking and time management Drafting of technical specifications Computer literacy, with competence in using the Microsoft suite of products, and project management software (i.e. Ms Project and/or Smartsheets, or other). Design software (Archicad, Revit, Autocad) Experience in the Cook Islands and/or Pacific community.

	<ul style="list-style-type: none"> • Knowledge and understanding of construction supply-chain. • Knowledge in all aspects of building design and construction processes.
Working	<ul style="list-style-type: none"> • Cook Islands Building Code 2019 • Government procurement policies • Construction contracting.
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:

CEO

Date

Employee

Date