



COOK ISLANDS INVESTMENT CORPORATION

Government of the Cook Islands

JOB DESCRIPTION

Job Title:	Projects Officer
Division:	Asset Management Division
Responsible To:	Buildings & Projects Manager
Responsible For (staff):	Nil
Job Purpose:	The Projects Officer is responsible for assisting in the planning, execution, and completion of small to medium-sized building and infrastructure projects within the Asset Management Division. This position supports the Buildings & Projects Manager in ensuring that all projects are delivered on time, within scope, and budget, and meet quality standards.
Date updated:	25 September 2024

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."

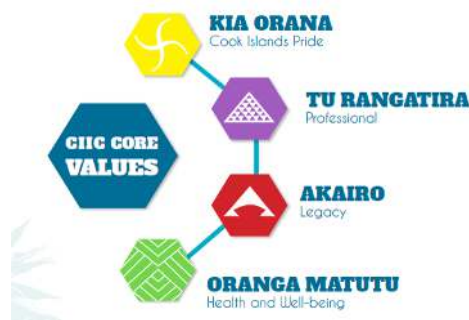
CIIC's vision (quality assets that serve the Cook Islands people) has a very wide remit, therefore has a vast scope of responsibilities and contributes in a number of ways to the National vision and national development sustainable plan.

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

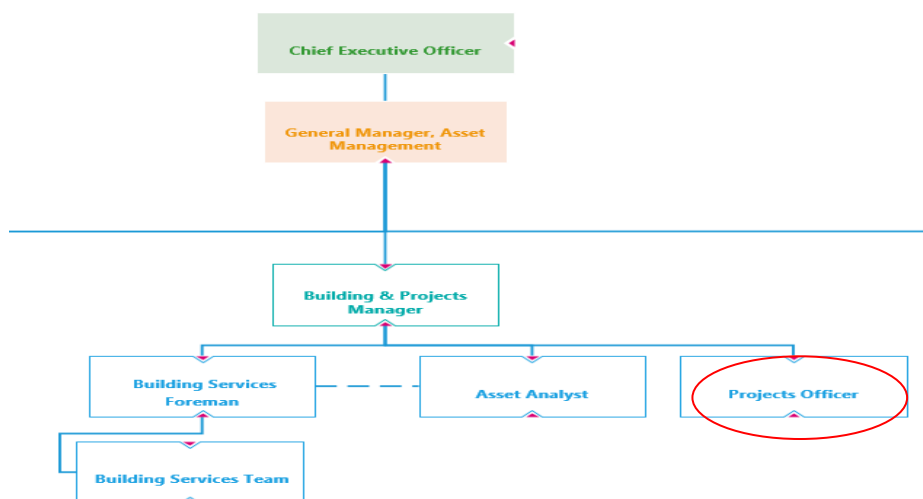
The CIIC has a vast scope of responsibilities with technical ownership of all crown assets and contributing to national development across a number of areas.

AGENCY VALUES:



ORGANISATION CHART:

The Asset Management Division is responsible for the comprehensive planning and maintenance of public buildings, residences, recreational facilities, parks and open spaces across Rarotonga and the pa enua. The division's purpose is to ensure the long-term sustainability and performance of these assets through effective management strategies, maintenance planning and regulatory compliance. Through strategic planning and collaboration with various stakeholders, the division ensures the resilience, accessibility and optimal functionality of these key government assets.



KEY RESULT AREAS (KRA'S)/ OUTPUTS:

KRAS FOR THE POSITION:	KEY PERFORMANCE INDICATORS:
KRA1: Project assistance Assist in managing and coordinating small to medium-sized projects from inception to completion, ensuring deadlines and project goals are met.	<ul style="list-style-type: none"> Assist in achieving 90% project completion within agreed timeframes and budgets. Ensure all project milestones are completed according to project plans. Submit detailed monthly progress reports for all assigned projects. Identify and address risks, ensuring minimal project disruptions. Support compliance with CIIC's quality standards for all projects.
KRA2: Documentation and reporting Ensure that all project-related documents are up-to-date and available, and provide accurate and timely reports on project progress and status.	<ul style="list-style-type: none"> Ensure 100% completion of all project documentation by the end of each project. Submit all project status reports by the 5th working day of the month. Maintain project documentation within CIIC's document and records management system. Ensure records are accurate and free from errors.

	<ul style="list-style-type: none"> • Conduct post-project documentation reviews to ensure all files are compliant with CIIC guidelines.
KRA 3: Stakeholder communication. Maintain effective communication with both internal and external stakeholders to ensure project transparency and responsiveness to queries and issues.	<ul style="list-style-type: none"> • Respond to 95% of stakeholder queries within 48 hours. • Achieve a 90% stakeholder satisfaction rate in surveys. • Conduct bi-annual stakeholder feedback sessions and provide actionable insights. • Provide regular updates to stakeholders via monthly meetings or status reports. • Ensure all communications are clear, timely, and professional, meeting stakeholder expectations.
KRA 4: Contributing to CIIC's values. Be an active part of the CIIC team, supporting a culture of integrity, professionalism, and teamwork, and embodying the organization's core values.	<ul style="list-style-type: none"> • Participate in 90% of team-building events and contribute positively to team dynamics. • Support cross-functional collaboration by participating in at least 2 cross-unit projects annually. • Maintain open and professional communication with colleagues, contributing to a teamwork environment. • Achieve 95% completion rate of tasks aligned with CIIC's strategic goals. • Uphold CIIC's values in all professional interactions.
KRA 5: Workplace Health & Safety. Contribute to workplace health and safety by following CIIC safety policies and promoting a safe work environment in all project-related activities.	<ul style="list-style-type: none"> • Ensure 100% compliance with CIIC health and safety protocols on all projects. • Achieve zero workplace accidents or incidents related to project activities. • Conduct safety briefings for every project phase and ensure all team members complete required safety training. • Participate in quarterly safety audits and report findings. • Address and resolve any health and safety audit issues within the specified timeframes.
KRA 6: Budget and Cost Control Assist in monitoring project budgets, identifying potential cost-saving measures, and ensuring financial efficiency in project execution.	<ul style="list-style-type: none"> • Assist in ensuring project budgets have no more than a 5% variance. • Identify potential cost-saving opportunities and achieve at least 3% savings on total project costs annually. • Submit budget reports by the 10th of each month. • Track expenses accurately and ensure project spending aligns with forecasts. • Flag any budget discrepancies to the Buildings & Projects Manager for timely resolution.
KRA 7: Project and Budget Planning Assist in developing detailed project and budget plans for a pipeline of capital and major refurbishment projects, ensuring compliance with Cook Islands Government financial and activity management procedures.	<ul style="list-style-type: none"> • Assist and support the development of project plans and budgets for capital or refurbishment projects, ensuring 100% compliance with Cook Islands Government financial procedures. • Submit detailed budget forecasts for all projects at the start of the fiscal year. • Ensure project plans align with CIIC's strategic goals and government activity management systems. • Review and revise plans as needed, ensuring zero discrepancies in budget reporting.

WORK COMPLEXITY:

This position encompasses a range of challenging activities undertaken (3-4 examples):

1	Supporting the management of multiple projects with varying timelines and demands.
2	Ensuring accuracy in project documentation and stakeholder communication.
3	Managing and balancing resource allocation within limited budgets.
4	Coordinating with different teams, contractors and suppliers to meet project objectives.

AUTHORITY:

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

Financial	Nil
Staff	Nil
Contractual	Nil

FUNCTIONAL RELATIONSHIPS:

The requirement for human relations skills in dealing with other personnel and external contacts.

Internal	Nature of Contact	External	Nature of Contact
Buildings & Projects Manager	Reporting, planning, updates	Contractors & Suppliers	Coordination, procurement, contract negotiations
Asset Analyst	Data and project reporting assistance	Government Agencies	Reporting on compliance, updates on project status
Building Services Supervisor	Daily project updates and assistance	Community Stakeholders	Communication, feedback and updates

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: (other qualifications for job)
<ul style="list-style-type: none">Project Management certification or equivalent.	<ul style="list-style-type: none">Bachelor's degree in construction, engineering, or project management.

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 qualification to be competent)	Desirable: (other qualifications for job)
<ul style="list-style-type: none">5+ years of experience in project coordination or project management.Experience in managing small to medium-sized construction or maintenance projects.Familiarity with project documentation and reporting.	<ul style="list-style-type: none">Experience in public sector projects or asset management.Experience working with contractors and suppliers on procurement and contract negotiations.Experience in data collection, analysis and using asset management systems (e.g., Asset Finda, Smartsheets).

KEY SKILLS/ ATTRIBUTES/ JOB SPECIFIC COMPETENCIES:

The following levels would typically be expected for the 100% fully effective level:

Expert	<ul style="list-style-type: none">Project planning and coordinationReport writing and documentation
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Advanced	<ul style="list-style-type: none"> • Budget management • Time management • Problem-solving and prioritisation
Working	<ul style="list-style-type: none"> • Communication with stakeholders • Use of project management tools
Awareness	<ul style="list-style-type: none"> • Public sector procurement processes • Health and safety protocols or regulations • Environmental sustainability

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