



COOK ISLANDS INVESTMENT CORPORATION

Government of the Cook Islands

JOB DESCRIPTION

Job Title:	Project Officer
Division:	Asset Development Division
Responsible To:	GFD Manager
Responsible For (staff):	Nil
Job Purpose:	<p>The Project Officer (Officer) works across the division to supports its various work streams, projects, and contributes to the delivery of the divisions annual work programme.</p> <p>The Officer plays an important role in the success of projects and delivering the divisions work programme through:</p> <ul style="list-style-type: none">• Supporting the division and organisation in meeting its contractual obligations with suppliers/contractors through timely preparation of payment vouchers for goods and services provided• Effective delivery of assigned projects and activities• Supporting the GFD Manager and Asset Development Division General Manager in monitoring and reporting on the delivery of the divisions annual workplan• Providing executive support across the division in various project and administrative tasks.
Date updated:	17 February 2025

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.

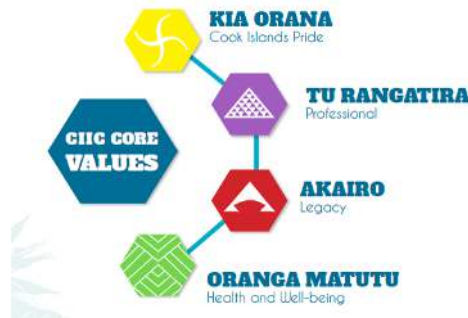
CIIC’s vast scope of responsibility includes:

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:

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. The Asset Development Division organisation structure:



KEY RESULT AREAS (KRA'S)/ OUTPUTS:

KRAS FOR THE POSITION:	KEY PERFORMANCE INDICATORS:
<p>KRA 1: Project design development for selected new or improved government facility projects.</p>	<ul style="list-style-type: none"> • Demonstrates design leadership. • Produces quality design documentation and specifications to standards and codes set by regulatory authorities and utility providers; • Undertakes research and consultations with industry professions to develop relevant and innovative design solutions; • Effectively manages designs delegated to others (where applicable); • Seeks and promotes design solutions that will achieve quality performance expectations; • Champions change and improvements; • Shows flexibility and adapts to changing and challenging situations; • Maintains professionalism when communicating with fellow employees and external stakeholders including during difficult situations

	<ul style="list-style-type: none"> • Works in collaboration with project managers, contractors and others assigned to the respective projects to achieve agreed design aspirations; • Ensures CIIC's short and long-term objectives and visions are captured and clearly articulated through designs; • Actively engages with relevant parties with high interest in the outcomes of the designs before, during, and after construction; • Fosters good working relationships internally and externally; • Effectively manages change (people & systems) and transitions (movements) into the completed facilities.
<p>KRA 2: Manages assigned projects and/or procurement activities</p>	<ul style="list-style-type: none"> • Demonstrates project and activity management leadership • Shows flexibility and adapts to changing and challenging situations • Maintains professionalism when communicating with staff, fellow employees and external stakeholders including during difficult situations • Fosters good working relationships internally and externally • 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 divisions 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 CIIC CEO, Board, and/or external stakeholders.
<p>KRA 3: Management Support Provides professional management support to the GFDD Manager, and project teams</p>	<ul style="list-style-type: none"> • Organise and support meetings, events and functions to support delivery of GFDD priorities • Contribute to the compilation and distribution of communications and reports as required • Coordinate the timely procurement of goods and services • Maintain records and documentation and continuously improve administrative systems • Assist in other administrative duties as required
<p>KRA 4: Contributing to CIICs Values 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

	<ul style="list-style-type: none"> • Ability to develop productive relationships with the project team, with contractors, and with design teams and clients • Adherence to Health and Safety regulations for the various work sites • Shows flexibility and adapts to changing and challenging situations through assisting and supporting the organisation on general matters, as directed.
KRA 5: 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 • 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 GM-Asset Development, GFDD Manager 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	Time and workload management
2	Multi-tasking across role responsibilities
3	Managing conflicting priorities while following through on commitments

AUTHORITY:

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

Financial	Expenditure within approved budgets with prior approval of the GFDD Manager.
Staff	Not applicable
Contractual	Purchase Orders for goods/services within limits approved by the GFDD Manager.

FUNCTIONAL RELATIONSHIPS:

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

Internal	Nature of Contact	External	Nature of Contact
GFDD Manager	Heavy Establishing work plans, priorities, and goals. Ongoing communication and collaboration. Advice, input and guidance.	Contractors & Suppliers	Medium Coordinating project/activity inputs, contractual obligations and procuring goods and services
Project & Work-Stream managers and project teams	Heavy Collaboration on work programmes, offering and providing support, advice and solutions. Providing reports and payment updates as needed.	Project Stakeholders	Medium Coordinating project/activity inputs, communications, reporting and managing expectations
CEO, GM-Asset Development,	Medium		

CFO & Finance Division	Payment procedures and approvals		
CEO, GM-Asset Development, CFO & Finance Division	Medium Payment procedures and approvals		

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"> NCEA Level 2 or University Entrance 	<ul style="list-style-type: none"> Tertiary or Professional Qualification in Project, Financial or Business 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 executive support role in a business and/or government organisation 1 year experience in finance/accounts role 	<ul style="list-style-type: none"> Essential experience was in a project management environment.

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"> Discretion, tact and diplomacy in handling sensitive information Solid analytical, numerical and financial management skills
Advanced	<ul style="list-style-type: none"> Research and data compilation Using and adapting to new information systems Planning & time management Writing and report preparations
Working	<ul style="list-style-type: none"> Strong Computer Skills with Microsoft Office (Excel, word, Outlook), FMIS and Smartsheets Government financial and procurement policies and processes, and Tarai Vaka Process Public sector structure and agency responsibilities
Awareness	<ul style="list-style-type: none"> Knowledge of asset and project management practices Local construction industry knowledge

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