



JOB DESCRIPTION

Job Title:	Project Officer
Division:	Asset Management Division
Responsible To:	Building & Projects Manager
Responsible For:	Nil
Job Purpose:	The Project 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:	September 2024

AGENCY VISION

The vision that CIIC aspires to contribute to is:

Ko te turanga tiratiratu i te puapinga o te iti tangata ka riro te reira i te akamatutu i te tupu'anga o te iti tangata, to tatou tango, no te tuatau ki mua.

Quality public assets that empower our people, our places, our future.

CIIC's vision has an extensive remit, therefore has a vast scope of responsibilities and contributes in a number of ways to the National vision and the 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

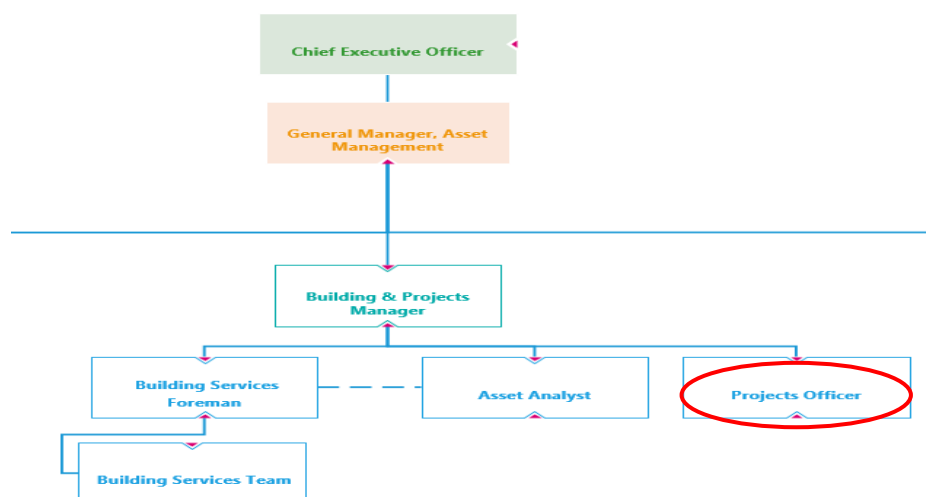
The CIIC has a vast scope of responsibilities with technical ownership of all crown assets and contributing to national development across a number of areas.

AGENCY VALUES



ORGANISATIONAL STAFFING STRUCTURE

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 this 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.	- 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.	- 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. • 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.	• 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: Budget and Cost Control Assist in monitoring project budgets, identifying potential cost-saving measures, and ensuring financial efficiency in project execution.	• 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 5: 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.	• 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.
REQUIRED KEY RESULT AREAS/OUTPUTS	
Values – Displays the CIIC Values	• Employees displays consistently the CIIC Values of Kia • Orana (Cook Islands Pride), Akairo (Legacy), Tu Rangatira (Professionalism) and Ora'anga Matutu (Health & Wellbeing) in the workplace. • Act honestly, truthfully and abides by the laws of the Cook Islands at all times • Provides impartial advice and makes decisions based on merit

	• Serves the people of the Cook Islands faithfully. • Treats people with courtesy and respect. • Takes action and makes decisions in an open and transparent way. • Is able to explain reasons for actions taken and takes responsibility for those actions. • Achieves good results for CIIC, government and the people of the Cook Islands in an efficient and effective way.
Professional Ethics & Code of Conduct Understands CIIC professional Ethics & Code of Conduct and is recognised by colleagues in this area.	• Employee is on time to work each day. • Employee is always dressed appropriately for their role • Promotes teamwork and works with team to meet agreed objectives and goals • Communicates regularly with colleagues • Looks for ways to improve work methods and solve workplace problems • High quality of job performance • Healthy behaviour displayed at all times • Has a commitment to the vision and values of the CIIC • Responsible use of resources • Maintains privacy and confidentiality
Health & Safety Adheres to Public Sector Health & Safety standards and adheres to the CIGOV Health & Safety Policy as well as Agency requirements.	• Works in a manner that does not create a hazard to their own safety or the safety of others • Promotes healthy and safe working environment for self and others. • Identifies and reports hazards and ways to eliminate or mitigation risks in the workplace • Uses the correct tools and equipment in the manner prescribed for the job • Uses the required safety equipment and protective clothing (where required) • Reads, understands and complies with the agency OSH work processes and practices • Complies with reasonable instructions from Managers on OSH work processes and practices • Reports OSH-related incidents, accidents, or illnesses to managers and/or employers

WORK COMPLEXITY

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

Financial	Nil
Staff	Nil

Contractual	Nil
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FUNCTIONAL RELATIONSHIPS

Internal (Within the Agency)	Nature of Contact	External (Outside the Agency)	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)
Project Management certification or equivalent.	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 number of years to be competent)	Desirable: (target number of years)
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.	- 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

Level of ability required for the job	List Key Skills/Attributes/Specific Competencies
Expert	- Project planning and coordination - Report writing and documentation
Advanced	- Budget management - Time management - Problem-solving and prioritisation

Working	• Communication with stakeholders • Use of project management tools
Awareness	• 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