Cook Islands Investment Corporation
PO Box 51, Rarotonga Cook Islands Phone (682) 29391, www.ciic.gov.ck

JOB DESCRIPTION

Job Title:	**Senior Strategic Projects Analyst**
Division:	Asset Development
Responsible To:	Strategic Projects Development Manager
Responsible For:	Nil
Job Purpose:	The Senior Strategic Projects Analyst provides analytical, project development and coordination support to the Strategic Projects Development Unit, contributing to the identification, development and implementation of strategic initiatives aligned with CIIC's objectives and Government priorities. The position undertakes research, analysis, business case development, stakeholder engagement, project monitoring and reporting to support the progression of strategic initiatives, including the Housing Options and Feasibility Study, housing investment and delivery programme, National Infrastructure Investment Plan (NIIP) Close-Up and Infrastructure Human Resources Strategy.
Job Band/Jobwise:	Technical/Specialist (T4)
Date updated:	October 2026

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

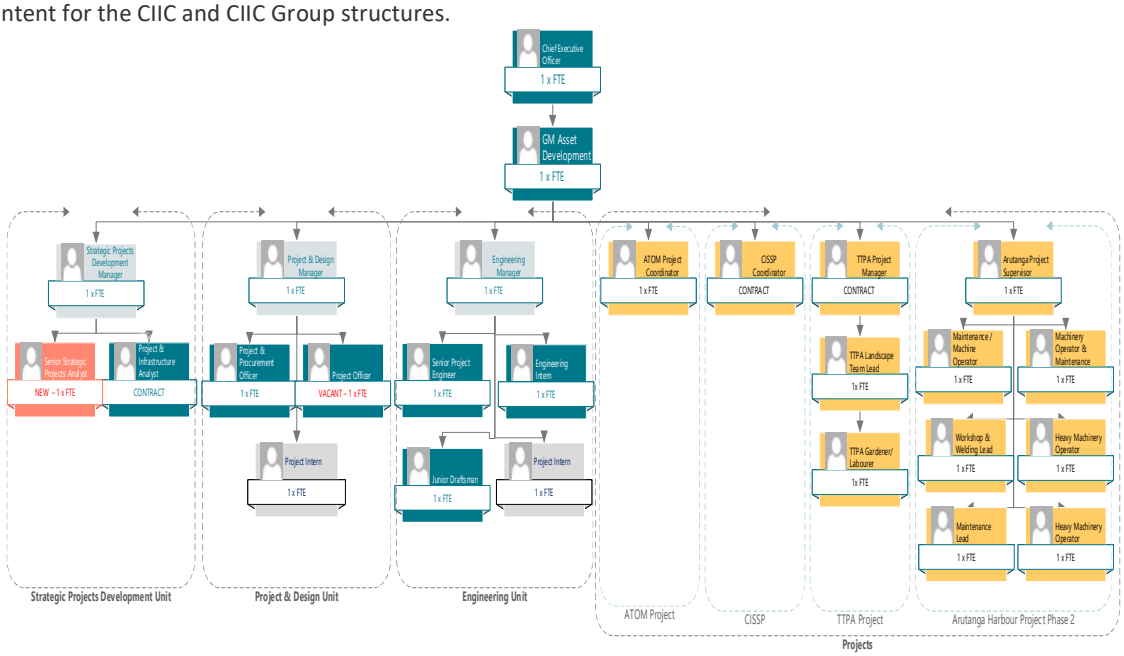
The CIIC has a vast scope of responsibilities with technical ownership of all crown assets and contributing to national development across a number of areas.

AGENCY VALUES



ORGANISATIONAL STAFFING STRUCTURE

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



KEY RESULT AREAS (KRA'S)/OUTPUTS

KRAs for this position (maximum of 6)	Key Performance Indicators *(use SMART principles)*
KRA 1: Strategic Research and Opportunity Analysis	Employee is successful when: • Undertakes research, analysis and information gathering to support strategic initiatives and programmes. • Identifies and analyses opportunities, challenges and emerging issues relevant to CIIC and Government priorities. • Collects, analyses and presents information to support strategic decision-making. • Prepares briefing notes, background papers, summaries and analytical reports. • Maintains awareness of trends, developments and opportunities relevant to assigned initiatives. • Provides accurate, timely and well-researched information to support programme development.
KRA 2: Strategic Project and Programme Support	Employee is successful when: • Contributes to the development and progression of strategic projects and programmes from concept through to implementation. • Supports the preparation of business cases, concept notes, implementation plans and associated documentation. • Assists in monitoring project milestones, deliverables and programme outcomes. • Drafts Board papers, Cabinet submissions, reports, presentations and briefing materials. • Identifies and escalates programme risks, issues and dependencies. • Supports implementation of strategic initiatives through effective coordination and monitoring. • Delivers quality outputs within agreed timeframes.
KRA 3: Stakeholder Engagement and Coordination	Employee is successful when:

	• Develops and maintains effective working relationships with internal and external stakeholders. • Coordinates stakeholder engagement activities, consultations, workshops and meetings. • Maintains effective communication and liaison with Government agencies, development partners, consultants and stakeholders. • Coordinates stakeholder inputs required for strategic initiatives and projects. • Contributes to the implementation of partnership activities and collaborative initiatives. • Monitors and follows up actions, commitments and stakeholder requests in a timely manner. • Contributes to maintaining positive stakeholder relationships and engagement.
KRA 4: Project Coordination and Administrative Support	Employee is successful when: • Maintains programme records, filing systems and project documentation. • Coordinates procurement, contract administration and management of consultants and technical assistance providers. • Supports budget monitoring, reporting and administrative requirements of the Unit. • Coordinates project information, reporting and documentation across assigned initiatives. • Assists with scheduling, tracking and monitoring project activities, milestones and deliverables. • Prepares reports, presentations and briefing materials. • Maintains action registers and follows up outstanding actions arising from projects and initiatives. • Contributes to the effective operation of the Strategic Projects Development Unit.
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 – INDICATE CHALLENGING PROBLEMS SOLVING DUTIES TYPICALLY UNDERTAKEN – 3–4 EXAMPLES

1	Researching and analysing complex issues and presenting information in a clear and practical manner to support decision-making.
2	Coordinating information and inputs from multiple stakeholders to support strategic projects and programmes.
3	Monitoring and reporting on multiple initiatives simultaneously while managing competing priorities and deadlines.
4	Supporting governance and committee processes to ensure accurate reporting, effective follow-up of actions and timely information flow.

AUTHORITY – EXPLAIN THE AUTHORITY, IF ANY

Financial	Nil
Staff	Nil
Contractual	Nil

FUNCTIONAL RELATIONSHIPS – LIST THE EXTERNAL & INTERNAL TYPES OF FUNCTIONAL RELATIONSHIPS

Internal (Within the Agency)	**Nature of Contact**	**External** (Outside the Agency)	**Nature of Contact**
Strategic Projects Development Manager	**Heavy:** Work planning, project coordination, progress reporting, technical guidance, performance management and priority setting.	Government Ministries and Agencies	**Medium:** Information gathering, project coordination and consultation activities.
GM, Asset Development	**Medium:** Reporting, project support, information gathering and assigned activities.	Development Partners	**Light:** Project support, reporting.
CEO	**Light:** Reporting support, project information and assigned activities.	Consultants and Technical Advisors	**Medium:** Contract administration, reporting and coordination activities.
Other CIIC staff	**Medium:** Coordination, information sharing, project	Community Organisations and	**Light-Medium:** Consultation and engagement activities.

	support and stakeholder engagement.	Other Stakeholders	

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)
• Degree or equivalent qualification in Business, Economics, Public Administration, Planning, Commerce, Project Management, Infrastructure, Governance or a related discipline.	• Postgraduate qualification in a relevant discipline.

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
• Minimum 5 years' experience in project coordination, programme support, research, analysis, policy implementation, strategic planning or a related field. • Experience preparing reports, briefing papers and project documentation. • Experience working with multiple stakeholders and managing competing priorities. • Demonstrated analytical and problem-solving skills.	• 7+ years' experience in Government, State-Owned Enterprise, infrastructure, housing, development partner or related environments. • Experience supporting committees, governance processes or project coordination functions. • Experience working with consultants, technical assistance providers or externally funded programmes.

KEY SKILLS /ATTRIBUTES/JOB SPECIFIC COMPETENCIES

Level of ability required for the job	**List Key Skills/Attributes/Specific Competencies**
Expert Fully conversant with all applications of skill/knowledge in a range of environments/ would be recognised by others as expert in this skill/knowledge could be expected to train others in this skill.	• Analytical and research skills. • Written communication and report writing. • Attention to detail and quality assurance. • Organisation and time management. • Stakeholder engagement and relationship management.
Advanced Thorough understanding of skill/knowledge and is able to pass on skills in this area/recognised by colleagues as having proven skill/ knowledge in this area.	• Business case and report preparation. • Project and programme coordination. • Governance and committee support. • Microsoft Office Suite and reporting tools. • Problem solving and critical thinking.
Working Sufficient skill to apply in day to day operations in a fluctuating environment/ does not require supervision for routine tasks.	• Government processes and administrative systems. • Procurement and contract administration. • Project management principles and practices. • Budget monitoring and reporting.

Awareness Limited understanding of skill and knowledge area. Sufficient in order to perform basic tasks.	• CIIC's role, functions and strategic objectives. • Cook Islands Government operating environment. • Cook Islands social, economic and infrastructure priorities. • Relevant legislation, policies and governance requirements.

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 _____