



# COOK ISLANDS INVESTMENT CORPORATION

Government of the Cook Islands

## JOB DESCRIPTION

<b>Job Title:</b>	<b>Project &amp; Infrastructure Analyst (Part Time)</b>
<b>Division</b>	Asset Development Division
<b>Responsible To:</b>	General Manager, Asset Development
<b>Responsible For:</b>	Nil
<b>Job Purpose:</b>	The purpose of this role is to: <ol style="list-style-type: none"><li>1. Provide secretariat support services to the Infrastructure Committee (IC) and Project Coordination Committee (PCC)</li><li>2. Implement key sector initiatives, targeting capacity development and improved infrastructure investment oversight.</li></ol>
<b>Date:</b>	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.

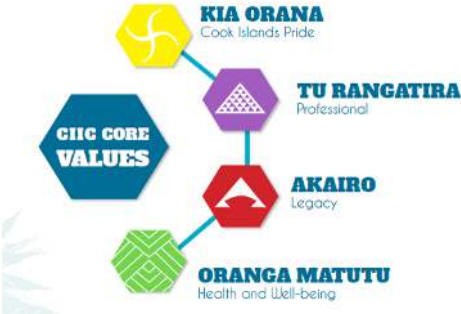
The Infrastructure Committee (IC) was established to focus on the planning, prioritization and efficient implementation of Governments infrastructure projects. The IC comprises of Heads of key government agencies responsible for infrastructure project delivery and management, and private sector expertise.

The Project Coordination Committee (PCC) is a sub-committee of the IC, comprising of senior managers from the key government agencies tasked with project delivery. The PCC is a forum

to discuss operational project issues and to give operational advice regarding prioritization of resources to maximize efficiency and minimize conflicts. The PCC reports to the IC.

Secretariat services to the IC and PCC are provided by CIIC through the Asset Development Division. The secretariat function will continue to evolve overtime to effectively support the IC and PCC. CIIC’s goal for the secretariat role is **Effective oversight of Governments Infrastructure investments across the nation.**

**AGENCY VALUES:**



**ORGANISATION CHART:**

**INSERT 2024 ORG STRUCTURE**

**KEY RESULT AREAS (KRA'S)/ OUTPUTS:**

KRAS FOR THE POSITION:	KEY PERFORMANCE INDICATORS:
<p><b>KRA 1: Provide secretariat support services to the Infrastructure Committee (IC) and Project Coordination Committee (PCC) in the delivery of its respective functions</b></p>	<ul style="list-style-type: none"> <li>• Schedules meetings and distributes meeting papers in a timely manner</li> <li>• Solicits input from IC/PCC members on upcoming meeting agenda items and invited attendees.</li> <li>• Accurately records meetings (minutes) and action points summaries and distributes these in a timely manner in accordance with the IC and PCC Terms of Reference.</li> <li>• Prepares and/or presents of reports and briefings to the IC on PCC matters discussed and vice versa.</li> <li>• Coordinates attendance of other meeting attendees including presentations.</li> <li>• Prepares reports or information papers, on behalf of the IC or PCC for various TOR related purposes.</li> <li>• Facilitate project monitoring across the Government infrastructure sector.</li> </ul>
<p><b>KRA 2: Implement key sector initiatives, targeting capacity development and improved infrastructure investment oversight.</b></p> <p>Note - there may be 3 to 4 key initiatives each year. These are published in the CIIC Statement of Corporate Intent or agreed with IC/PCC at the start of the year.</p>	<ul style="list-style-type: none"> <li>• Drafts project proposals (Concept Notes, APDs, etc);</li> <li>• Engages effectively with various stakeholders, and fosters good working relationships internally and externally;</li> <li>• Coordinates input of various parties / stakeholders to meet timelines;</li> <li>• Leads or contributes to CIIC and infrastructure sector strategic planning;</li> <li>• Effectively manages implementation of assigned projects and initiatives;</li> <li>• Effectively and responsibly manages allocated budgets;</li> <li>• Achieves project milestones in line with implementation plans;</li> <li>• Provides/prepares reports for assigned initiatives, formal and informal, on progress, issues and outcomes.</li> </ul>

<b>KRA 3: Contributing to CIICs Values</b> Be an active part of the CIIC team.	<ul style="list-style-type: none"> <li>Maintains positive attitude and professional demeanour and appearance at all times;</li> <li>Demonstrates embodiment of CIIC values.</li> </ul>
<b>KRA 4: Workplace Health and Safety</b> The employee is responsible for contributing to workplace health and safety	<ul style="list-style-type: none"> <li>Takes ownership and responsibility for maintaining a healthy and safe workplace;</li> <li>Adheres to Health and Safety regulations on the various work sites;</li> <li>Proactively identifies and manages hazards;</li> <li>Reports any deficiencies to the GM or HR Manager in a timely manner.</li> </ul>

### WORK COMPLEXITY

*Indicate most challenging problem solving duties typically undertaken (3-4 examples):*

1	Accurate meeting records and timely distribution to the IC and PCC
2	Effective engagement at various levels of Government and within the private sector to inform various reports or works
3	Soliciting input from various stakeholders in a timely manner in order to progress key initiatives

### AUTHORITY:

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

<b>Financial</b>	With prior approval of the GM.
<b>Staff</b>	Not applicable
<b>Contractual</b>	Not applicable

### FUNCTIONAL RELATIONSHIPS:

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

<b>Internal</b>	<b>Nature of Contact</b> (Routine, Light, Medium, Heavy)	<b>External</b>	<b>Nature of contact</b> (Routine, Light, Medium, Heavy)
<ul style="list-style-type: none"> <li>Members of the Infrastructure Committee (IC) and Project Coordination Committee (PCC)</li> <li>General Manager Asset Development</li> <li>All Divisions</li> </ul>	<p><b>Heavy</b> Scheduling meetings and distribution of meeting papers Implementing sector initiatives</p> <p><b>Heavy</b> Providing reports when required</p> <p><b>Light</b> Advise, collaborate, influence, inform and deliver</p>	<ul style="list-style-type: none"> <li>Govt Ministries, Crown Entities and Agencies, including local island govt. administrations and council members of the Pa Enea</li> </ul>	<p><b>Routine</b> Periodic updates on project progress</p> <p>Facilitate consultations, stakeholder engagement provide research support</p> <p>Reporting on the progress of the National Infrastructure Investment Plan</p>

### 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.

<b>Essential: (least qualification to be competent)</b>	<b>Desirable: (specific qualification for job)</b>
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NCEA Level 3 certificate	Tertiary qualification (policy, commerce or infrastructure related)
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## 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 you are looking for)
3 years' work experience in business administration and/or executive support role	3 years' in public sector or infrastructure project management

## KEY SKILLS / ATTRIBUTES / JOB SPECIFIC COMPETENCIES

<b>Expert level</b>	<ul style="list-style-type: none"> <li>Communicates with clarity and confidence</li> </ul>
<b>Advanced level</b>	<ul style="list-style-type: none"> <li>Report writing including preparation &amp; delivery of presentations</li> <li>Can do attitude, multi-tasking</li> <li>Effective planning and time management</li> <li>Discretion and diplomacy in handling sensitive information</li> <li>Efficient note taking and meeting minutes</li> <li>Professionalism in the workplace</li> </ul>
<b>Working Knowledge</b>	<ul style="list-style-type: none"> <li>Microsoft office (excel, word, projects, powerpoint, outlook, teams), and use of online meeting applications i.e. zoom</li> </ul>
<b>Awareness</b>	<ul style="list-style-type: none"> <li>Knowledge of Cook Islands Infrastructure agencies and responsibilities</li> <li>Project management essentials</li> </ul>

## 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:

\_\_\_\_\_  
Employee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Manager

\_\_\_\_\_  
Date