



# COOK ISLANDS INVESTMENT CORPORATION

Government of the Cook Islands

## JOB DESCRIPTION

<b>Job Title:</b>	<b>Te Tau Papa o Avarua (TTPA) Project and Communications Officer</b>
<b>Division:</b>	Asset Development Division
<b>Responsible To:</b>	GFD Manager
<b>Responsible For (staff):</b>	Nil
<b>Job Purpose:</b>	<p>The TTPA Project and Communications Officer (Officer) is specifically engaged to work on Te Tau Papa o Avarua (TTPA) project but may be required, from time to time, to support the wider division across 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 TTPA project and delivering the associated work programme through:</p> <ul style="list-style-type: none"><li>• Supporting the division and organisation in meeting its contractual obligations with suppliers/contractors through timely preparation of payment vouchers for goods and services provided</li><li>• Effective delivery of assigned projects and activities</li><li>• Supporting the GFD Manager and Project Manager in monitoring and reporting on the delivery of the project workplan</li><li>• Designing and managing communication and promotional material related to the project</li><li>• Providing executive support across the division in various project and administrative tasks.</li></ul>
<b>Date updated:</b>	24 June 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.

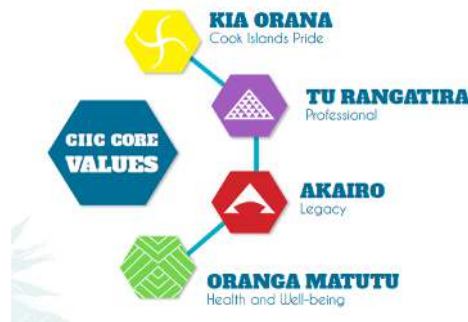
#### CIIC’s vast scope of responsibility includes:

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:**

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:



**PROJECT SUMMARY:**

Te Tau Papa o Avarua: Avarua Town Plan sets out a program of infrastructure and landscaping activities to be carried out in Rarotonga’s main central business district; Avarua. The project area lies between Avarua Wharf and the Rarotonga Airport. Project initiatives encompass Avarua Town, the Punanga Nui Market (PNM) and Panama Reserve and propose to:

- Greatly improve walkways, lighting, pedestrian accessibility and safety
- Enrich the landscape with a variety of local flora to create a colour-filled aesthetic charm
- Entice and promote greater use of public spaces and facilities
- Redevelop existing public toilet facilities for a more comfortable end-user experience
- Restructure and future-proof the PNM to open up greater potential for maintainable economic growth; and
- Ultimately, support and help facilitate “Improved health and wellbeing” for all.

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

KRAS FOR THE POSITION:	KEY PERFORMANCE INDICATORS:
<p><b>KRA1: TTPA Project Communications and Stakeholder Management</b></p> <p>Management and Implementation of the project communications work plan</p>	<ul style="list-style-type: none"> <li>• Effectively manages, updates and maintains the communications work plan for the project; and takes responsibility for implementing key activities</li> <li>• Timely drafting of project releases and development of promotional material and notices for publication. Actively seeks input from the team and wider stakeholders as needed</li> <li>• Maintains website and social media with up to date information on the project</li> <li>• Maintains professionalism when communication with fellow employees and external stakeholders including during difficult situations</li> <li>• As required, leads consultations with media, public and/or vendors for providing project updates, receiving or responding to questions or complaints</li> <li>• Schedule PAG meetings and distribute information as required, draft meeting agendas and take meeting minutes</li> </ul>
<p><b>KRA2: TTPA Project Support</b></p> <p>Provides professional management support to the Project Manager and PMU</p>	<ul style="list-style-type: none"> <li>• Contributes to the compilation, drafting and distribution of reports and project information as required</li> <li>• As required, effectively manages and implements sub-project work and associated tasks that have been assigned.</li> <li>• As required, carries out procurement activities for goods and services ensuring appropriate prior approvals have been obtained</li> <li>• Identifies and understands requirements of the team and actively participates in collaborate problem solving, workload management and process improvements</li> <li>• Effectively organises and supports meetings, events and functions arranged for the TTPA project</li> <li>• Supports the project team in championing and promoting change, and implementing activities associated with changes that will take place through the project</li> <li>• Assist in other administrative duties as required</li> </ul>
<p><b>KRA 3: Management Support</b></p> <p>Provides professional management support to the GFD Manager, and project teams</p>	<ul style="list-style-type: none"> <li>• Organise and support meetings, events and functions to support delivery of GFDD priorities</li> <li>• Coordinate the timely procurement of goods and services for GFDD</li> <li>• Maintain records and documentation and continuously improve administrative systems</li> <li>• Manage office stocks and ensure replacement when required</li> <li>• Assist in other administrative duties as required</li> </ul>
<p><b>KRA 4: Contributing to CIICs Values</b></p> <p>Be an active part of the CIIC team.</p>	<ul style="list-style-type: none"> <li>• Ability to maintain a positive attitude and professional demeanour and appearance at all times and perform well under project constraints and deadlines</li> <li>• Ability to develop productive relationships with the project team, with contractors, and with design teams and clients</li> <li>• Adherence to Health and Safety regulations for the various work sites</li> <li>• Shows flexibility and adapts to changing and challenging situations through assisting and supporting the organisation on general matters, as directed.</li> </ul>
<p><b>KRA 5: Workplace Health and Safety</b></p> <p>The employee is responsible for contributing to workplace health and safety</p>	<ul style="list-style-type: none"> <li>• Adherence to Health and Safety regulations for the various work sites</li> <li>• Identifying hazards in a timely and appropriate manner.</li> <li>• Eliminating, isolating and minimizing hazards.</li> <li>• Monitoring Workplace Health and Safety and bringing deficiencies to the attention of the GM-Asset Development, GFDD Manager or HR Manager</li> </ul>

	<ul style="list-style-type: none"> <li>Complying with all health and safety policies, requirements and instructions.</li> </ul>
--	---

**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.

<b>Financial</b>	Expenditure within approved budgets with prior approval of the GFD Manager.
<b>Staff</b>	Not applicable
<b>Contractual</b>	Purchase Orders for goods/services within limits approved by the GFD 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
GFD Manager	<b>Heavy</b> Establishing work plans, priorities, and goals. Ongoing communication and collaboration. Advice, input and guidance.	Contractors & Suppliers	<b>Medium</b> Coordinating project/activity inputs, contractual obligations and procuring goods and services
Project & Work-Stream managers and project teams	<b>Heavy</b> Collaboration on work programmes, offering and providing support, advice and solutions. Providing reports and payment updates as needed.	Project Stakeholders	<b>Medium</b> Coordinating project/activity inputs, communications, reporting and managing expectations
CEO, GM-Asset Development, CFO & Finance Division	<b>Medium</b> Payment procedures and approvals		
CEO, GM-Asset Development, CFO & Finance Division	<b>Medium</b> 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"> <li>NCEA Level 2 or University Entrance</li> </ul>	<ul style="list-style-type: none"> <li>Tertiary or Professional Qualification in Project, Financial or Business Management</li> </ul>

**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"> <li>• 5 years executive support role in a business and/or government organisation</li> <li>• 1 year experience in finance/accounts role</li> </ul>	<ul style="list-style-type: none"> <li>• Essential experience was in a project management environment.</li> </ul>

### KEY SKILLS/ ATTRIBUTES/ JOB SPECIFIC COMPTENCIES:

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

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

\_\_\_\_\_

CEO

\_\_\_\_\_

Date

\_\_\_\_\_

Employee

\_\_\_\_\_

Date