



# COOK ISLANDS INVESTMENT CORPORATION

Government of the Cook Islands

## JOB DESCRIPTION

<b>Job Title:</b>	<b>Contracts &amp; Procurement Manager</b>
<b>Division:</b>	Asset Management Division
<b>Responsible To:</b>	General Manager, Asset Management Division
<b>Responsible For (staff):</b>	Nil
<b>Job Purpose:</b>	The Contracts and Procurement Manager is responsible for leading the procurement process, contract management, and supplier relationships within the organisation. This role ensures that goods, services, and works are acquired in a cost-effective, timely, and compliant manner, supporting the organisation's objectives and operational needs. The Manager will oversee the procurement lifecycle from sourcing to contract execution and supplier performance management. A key focus is on optimising procurement strategies, ensuring value for money, and managing risk. Additionally, this role includes overseeing school security contracts, ensuring that all security services are effectively managed, compliant, and provide a safe environment for all school facilities.
<b>Date updated:</b>	10 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."*

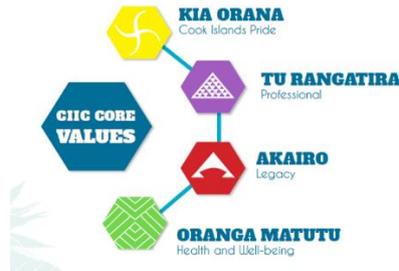
CIIC's vision (quality assets that serve the Cook Islands people) has a very wide remit, therefore has a vast scope of responsibilities and contributes in a number of ways to the National vision and national development sustainable plan.

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

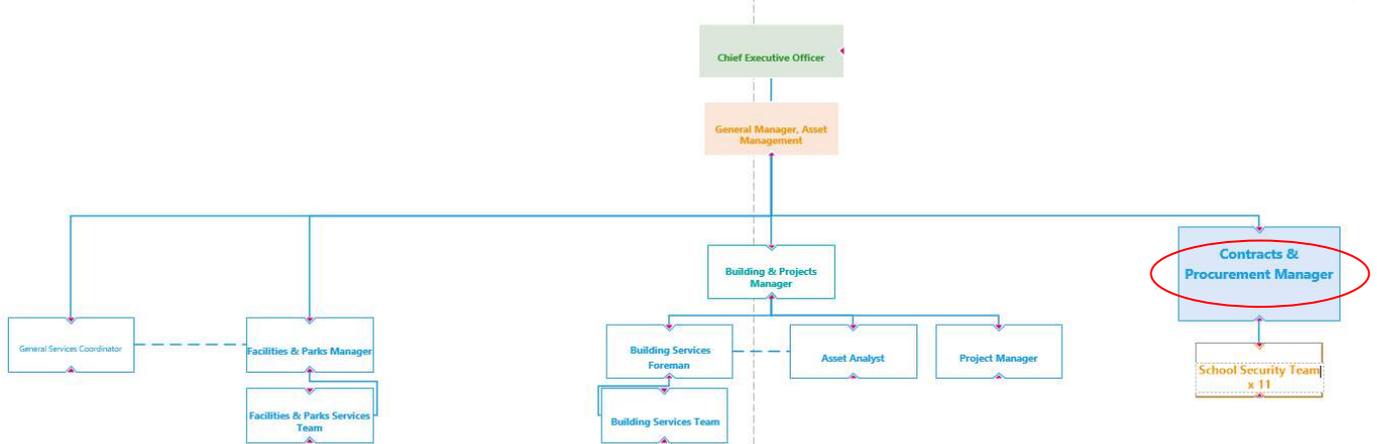
1. Crown land, Government infrastructure including Government buildings,
2. The Ports and Airports of Rarotonga and Aitutaki,
3. Te Aponga Uira Power Authority and Te Mana Uira o Araura,
4. Bank of the Cook Islands,
5. Investments in reticulated Water and Sanitation,
6. Telecommunications infrastructure 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.

**AGENCY VALUES:**



**ORGANISATION CHART:**



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

KRAS FOR THE POSITION:	KEY PERFORMANCE INDICATORS:
<p><b>KRA 1: Procurement Strategy Execution</b> Develop and implement procurement strategies that optimize cost savings and efficiency in alignment with CIIC's goals.</p>	<ul style="list-style-type: none"> <li>Achieve procurement savings targets (e.g., 10% reduction in costs annually).</li> <li>Implementation of procurement plans within agreed timelines (e.g., 95% on-time delivery).</li> </ul>
<p><b>KRA 2: Contract Management</b> Ensure effective management and oversight of all contracts to prevent disputes and ensure timely renewals and compliance.</p>	<ul style="list-style-type: none"> <li>100% of contracts reviewed and renewed before expiration.</li> <li>No contract disputes or legal challenges due to procurement errors.</li> </ul>
<p><b>KRA 3: Supplier Relationship Management</b> Build and maintain strong, strategic relationships with suppliers to enhance collaboration, performance, and mutual benefits.</p>	<ul style="list-style-type: none"> <li>Maintain a supplier satisfaction rating of 85% or higher.</li> <li>Increase in long-term supplier contracts (e.g., 20% increase annually).</li> </ul>
<p><b>KRA 4: Compliance and Risk Management</b> Implement robust compliance and risk management practices to ensure adherence to policies,</p>	<ul style="list-style-type: none"> <li>Zero compliance breaches in procurement activities.</li> <li>Risk assessment and mitigation plans in place for all major contracts.</li> </ul>

regulations, and minimize potential risks.	
<b>KRA 5: School Security Contracts Management</b> Oversee the execution and performance of school security contracts to ensure safety and compliance with SLAs.	<ul style="list-style-type: none"> <li>• 100% compliance with school security service level agreements (SLAs).</li> <li>• No security incidents due to service failure.</li> </ul>
<b>KRA 6: Budget Management</b> Manage procurement budgets effectively to ensure expenditures are controlled and aligned with financial objectives.	<ul style="list-style-type: none"> <li>• Procurement expenditures kept within the approved budget.</li> <li>• Regular financial reporting with no significant variances (<math>\pm 5\%</math>).</li> </ul>
<b>KRA 7: Reporting and Analytics</b> Provide accurate and timely reporting and analysis to support data-driven decision-making and continuous improvement.	<ul style="list-style-type: none"> <li>• Monthly procurement performance reports delivered on time.</li> <li>• Data-driven insights leading to a 15% improvement in procurement efficiency.</li> </ul>
<b>KRA 8: Team Leadership and Development</b> Lead and develop the procurement team to achieve high performance, engagement, and professional growth.	<ul style="list-style-type: none"> <li>• Achievement of individual and team performance goals.</li> <li>• High employee engagement scores (e.g., 80% or higher in annual surveys).</li> </ul>
<b>KRA 9: Contributing to CIIC's Values</b> Be an active part of the CIIC team, supporting a culture of integrity, professionalism, and teamwork.	<ul style="list-style-type: none"> <li>• Positive feedback in cultural assessments and peer reviews.</li> <li>• Demonstrated alignment of actions and decisions with CIIC's core values.</li> </ul>
<b>KRA 10: Workplace Health and Safety</b> Contribute to workplace health and safety by following CIIC safety policies and promoting a safe work environment.	<ul style="list-style-type: none"> <li>• Zero workplace health and safety incidents.</li> <li>• Regular participation in safety training and initiatives.</li> </ul>

### WORK COMPLEXITY:

*This position encompasses a range of challenging activities undertaken (3-4 examples):*

1	Managing multiple projects with competing deadlines.
2	Ensuring projects remain within budget despite fluctuating costs.
3	Balancing day-to-day operations with strategic long-term planning.
4	Coordinating communication between different teams, contractors, and stakeholders with diverse expectations.

**AUTHORITY:**

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

<b>Financial</b>	< \$15,000
<b>Staff</b>	N/A
<b>Contractual</b>	<\$15,000

**FUNCTIONAL RELATIONSHIPS:**

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

<b>Internal</b>	<b>Nature of Contact</b>	<b>External</b>	<b>Nature of Contact</b>
GM, Asset Management	Strategic planning, reporting, and updates	Contractors	Project coordination and contract negotiation
Buildings Services Supervisor	Performance reviews, day-to-day supervision	Government Agencies	Reporting on building compliance and maintenance status
Asset Analyst	Data analysis and reporting	Suppliers	Procurement and sourcing of materials
Projects Works Supervisor	Supervision, project updates	Community Representatives	Engaging stakeholders for feedback and updates
Contracts & Procurement Manager	Supplier selection and engagement protocols		

**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: (other qualifications for job)</b>
<ul style="list-style-type: none"> <li>Bachelor's degree in construction, engineering, or project management</li> </ul>	<ul style="list-style-type: none"> <li>Postgraduate qualification in Asset Management or similar</li> </ul>
<ul style="list-style-type: none"> <li>Project Management certification</li> </ul>	<ul style="list-style-type: none"> <li>Certification in Health and Safety</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.

<b>Essential: (least qualification to be competent)</b>	<b>Desirable: (other qualifications for job)</b>
<ul style="list-style-type: none"> <li>10+ years of experience in project management and maintenance of public buildings</li> </ul>	<ul style="list-style-type: none"> <li>Experience in managing refurbishment projects or new constructions</li> </ul>
<ul style="list-style-type: none"> <li>Proven leadership and people management experience</li> </ul>	<ul style="list-style-type: none"> <li>Experience with budgeting and financial reporting</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>• Project management</li> <li>• Strategic planning</li> <li>• Contract negotiation</li> </ul>
<b>Advanced</b>	<ul style="list-style-type: none"> <li>• Budgeting and financial management</li> <li>• Team leadership and development</li> <li>• Problem-solving and decision-making</li> </ul>
<b>Working</b>	<ul style="list-style-type: none"> <li>• Asset management systems</li> <li>• Stakeholder communication</li> <li>• Time management</li> </ul>
<b>Awareness</b>	<ul style="list-style-type: none"> <li>• Health and safety regulations</li> <li>• Public sector procurement</li> <li>• Environmental sustainability</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:**

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CEO

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Date

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Employee

\_\_\_\_\_

Date