



COOK ISLANDS INVESTMENT CORPORATION

Government of the Cook Islands

JOB DESCRIPTION

Job Title:	Office Administrator – Land & Legal
Division	Land & Legal
Responsible To:	Land & Legal General Manager
Responsible For:	Providing administrative and clerical support to the Land & Legal Division.
Job Purpose:	The Office Administrator - Land & Legal provides essential administrative and clerical support to the Land & Legal division, ensuring smooth day-to-day operations. The role assists management by handling correspondence, document preparation, filing, scheduling, finance processing support, and coordination tasks. Responsibilities include assisting with payment forms, invoice processing and organising financial records, all under the direction and approval of management. The position plays a key role in supporting the efficient functioning of the Land & Legal team, liaising with stakeholders, and maintaining accurate records without undertaking leadership or decision-making duties.
Date:	17 March 2025

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,

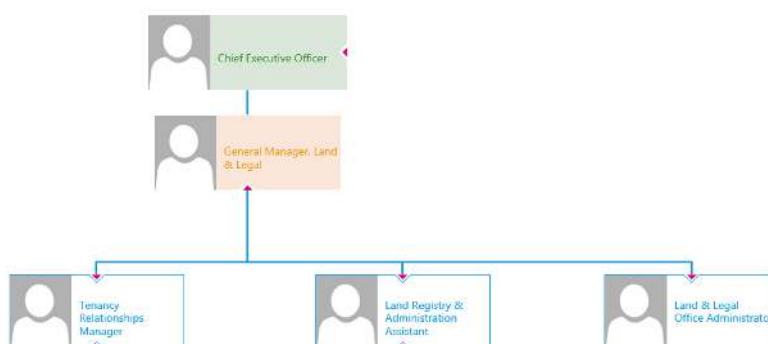
6. Telecommunications infrastructure and enterprises including Avaroa Cable,
7. Facilities management including Punanga Nui Market; and
8. Seabed mineral assets and enterprises

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>KRA 1: Administrative Support:</p> <p>Provide administrative support to the Land & Legal General Manager and team, manage filing systems for accurate record-keeping, and assist with updating land and asset records in AssetFinda.</p>	<ul style="list-style-type: none"> • Accurate preparation and formatting of correspondence, reports, and documents within agreed timeframes. • Filing systems (physical and electronic) are consistently organised and up-to-date. • Prepare and format correspondence, reports, and other documentation as required. • AssetFinda records are updated accurately as per instructions, with minimal errors.
<p>KRA 2: Stakeholder Liaison:</p> <p>Assist in preparing communications, documentation, and logistical support for internal and external stakeholder interactions.</p>	<ul style="list-style-type: none"> • Stakeholder communications and related documents (agendas, information packs) are prepared accurately and distributed ahead of meetings. • Assistance is provided to management in coordinating meetings, ensuring logistics (room bookings, materials) are handled efficiently. • Requests from management regarding stakeholder engagement tasks are

	actioned promptly.
<p>KRA 3: Scheduling & Coordination:</p> <p>Assist the team with scheduling, logistics, and coordination by managing calendars, booking appointments, organising meeting logistics, and handling invites, reminders, and follow-ups.</p>	<ul style="list-style-type: none"> • Appointments and meetings are scheduled efficiently with minimal conflicts. • Event/meeting logistics (venues, materials, invites) are arranged accurately and on time. • Deadlines and follow-ups for meetings are met consistently.
<p>KRA 4: Policy Development & Compliance:</p> <p>Assist with formatting, compiling, and distributing draft policies, procedures, and reports, support basic research for policy reviews, and ensure documents are well-organised and properly filed.</p>	<ul style="list-style-type: none"> • Documents are formatted correctly and submitted within required timeframes. • Draft materials are free from major formatting or grammatical errors. • Filing and organisation of documents is maintained consistently.
<p>KRA 5: Office Operations:</p> <p>Manage office supplies, ensure compliance with health and safety protocols, support other divisions as needed, assist with payment processing and invoice management, and maintain accurate financial records and documentation.</p>	<ul style="list-style-type: none"> • Office supplies are maintained at required levels with no disruptions to workflow. • Health & safety checks and office protocols are adhered to consistently. • Requests for general office support are completed in a timely manner. • Payment requests and financial documentation are prepared accurately and submitted to the General Manager for approval within required timeframes. • Financial records are organised, up-to-date, and accessible when required.
<p>KRA 6: Contributing to CIICs Values:</p> <p>Be an active part of the CIIC team.</p>	<ul style="list-style-type: none"> • Demonstrates a positive attitude and professional demeanour at all times. • Willingness to assist across the organisation when requested. • Adapts flexibly to changing priorities and tasks.
<p>KRA 7: Workplace Health and Safety:</p> <p>The employee is responsible for contributing to workplace health and safety</p>	<ul style="list-style-type: none"> • Compliance with all health and safety policies. • Hazards are identified and reported promptly. • Participation in health and safety briefings or checks as required.

WORK COMPLEXITY

This position encompasses a range of important support activities, including:

1.	Coordinating and organising documentation for various land and legal matters, ensuring accuracy and timely preparation.
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2.	Managing multiple administrative tasks and deadlines, including scheduling, filing, and responding to stakeholder enquiries.
3.	Assisting in the preparation of reports, meeting minutes, and correspondence involving various internal and external stakeholders.
4.	Supporting the maintenance and updating of the Crown land and asset records, requiring attention to detail and careful data management.

AUTHORITY:

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

Financial	Not applicable
Staff	Not applicable
Contractual	Not applicable

FUNCTIONAL RELATIONSHIPS:

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

Internal	Nature of Contact (Routine, Light, Medium, Heavy)	External	Nature of contact (Routine, Light, Medium, Heavy)
Land & Legal General Manager	Medium Providing administrative support, updates, and coordination tasks	Landowners, tenants, public, professional service providers (lawyers, valuers, surveyors)	Routine Coordinating meetings, correspondence, and basic enquiries
Land & legal Team Members	Medium Routine day-to-day support and information sharing	Ministry of Justice - Registrar of the High Court, Lease Approval Tribunal, Auditors	Routine Assisting with correspondence and documentation preparation
GMs and CIIC Internal Divisions (as required)	Light to Medium Assisting in scheduling, document handling, or general admin tasks		
Accounting Team	Light Assisting with invoice processing, rental payment tracking, or filing documentation		

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: (specific qualification for job)
<ul style="list-style-type: none"> • Certificate or Diploma in Business Administration, Office Management, Law, or a related field. 	<ul style="list-style-type: none"> • Bachelor's degree in Business Administration, Law, or a related field.

EXPERIENCE

The length of practical experience and nature of administrative or business support 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)
<ul style="list-style-type: none">• At least 2 years of experience in an administrative or office support role.• Proficiency in Microsoft Office Suite (Word, Excel, Outlook, PowerPoint).• Strong organisational and time management skills with attention to detail.• Ability to manage filing systems (physical and electronic) and handle confidential information.	<ul style="list-style-type: none">• Experience working in the land and legal sector, including understanding land administration or legal procedures.• Familiarity with AssetFinda or similar asset management systems and databases.• Experience supporting the development and compliance of policies and procedures within an organisation.

KEY SKILLS / ATTRIBUTES / JOB SPECIFIC COMPETENCIES

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

Advanced level	<ul style="list-style-type: none">• Strong organisational and time management skills• Proficiency in Microsoft Office Suite (Word, Excel, Outlook)• Can-do attitude and ability to multi-task• Professional and courteous communication skills
Working Knowledge	<ul style="list-style-type: none">• Basic understanding of land or legal administration processes• Effective written and verbal communication in Cook Islands Māori and English• Ability to maintain accurate records and documentation• Collaborative working style and ability to follow instructions
Awareness	<ul style="list-style-type: none">• Understanding of CI Government workplace protocols• General awareness of Health & Safety practices

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