



Ministry of Finance and Economic Management
GOVERNMENT OF THE COOK ISLANDS

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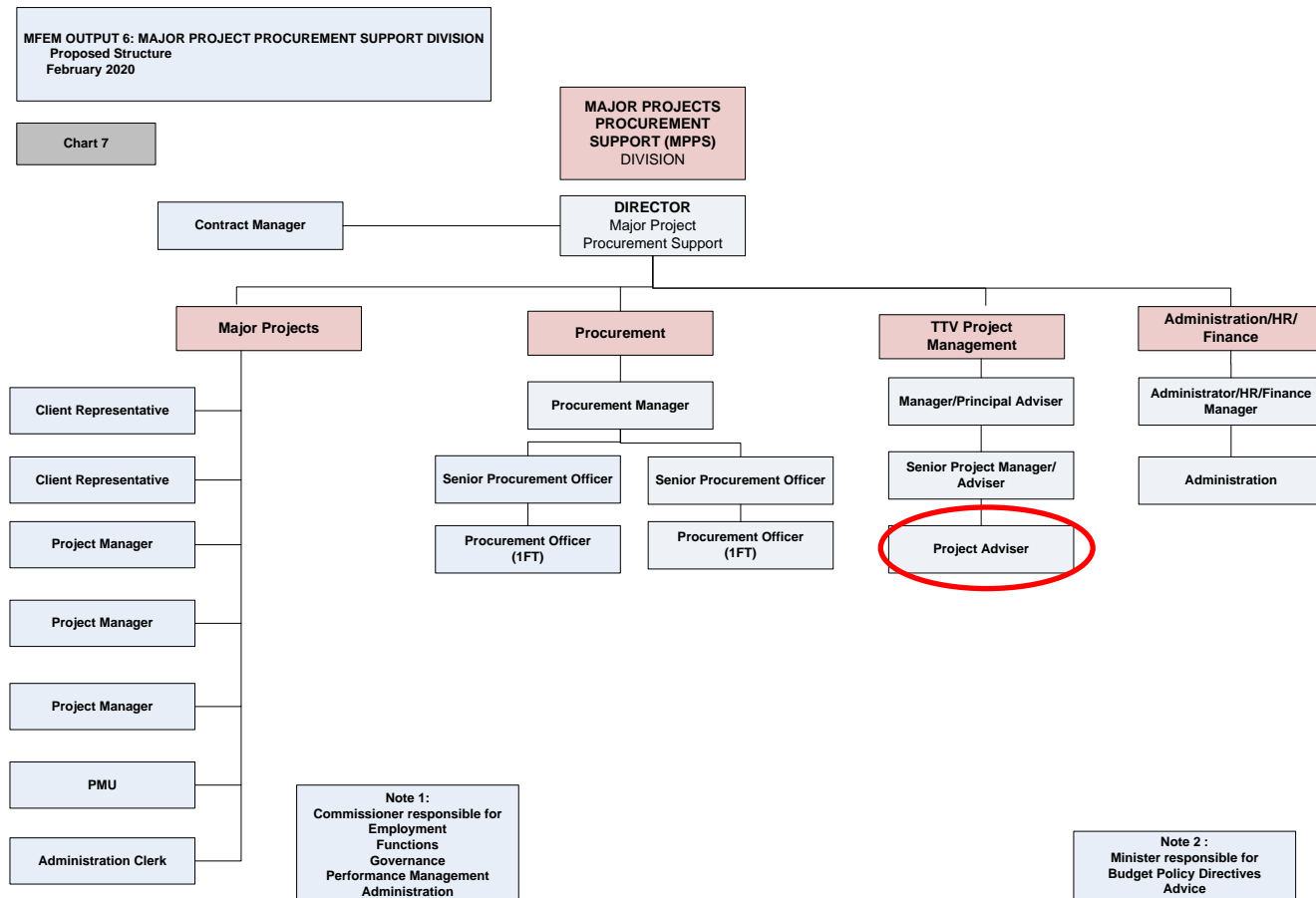
POSITION SUMMARY

Job Title:	Project Adviser
Division:	Major Projects and Procurement Support (MPPS)
Responsible To:	Senior Project Manager/Adviser
Responsible For:	Nil
Job Purpose:	To support the leadership and management of the TTV Project Management Unit in providing scheduling, quality, technical and general support for projects. To evaluate and recommend business focused solutions, to improve the performance of the Cook Island Government and MFEM
Job Classification:	Function (Policy, Service Delivery, Regulatory, Corporate Support, Governance) Jobwise Code (Band F, Level T3)
Date updated:	March 2020

AGENCY VISION

“MFEM shall be a competent and professional organisation, inspiring public trust in managing public finances in pursuit of our national development aspirations”

ORGANISATIONAL STAFFING STRUCTURE



KEY RESULT AREAS (KRA'S)/OUTPUTS

KRAs for this position (maximum of 6)	Key Performance Indicators (use SMART principles)
<p>KRA 1: Policy & Procedure Management</p> <ul style="list-style-type: none"> • Provide advice and support to all government agencies on TTV procedures and compliance • Support the development and implementation of proposals and applications through the TTV cycle procedure • Support the review of the TTV system • Support and provide training on TTV processes and procedures to government agencies • Provide advice and report on the progress and risks on the TTV project • Maintain stakeholder engagement to agency staff, oversight Committees, and Heads of Agencies 	<ul style="list-style-type: none"> • Technical advice is provided on TTV procedures and compliance • Proposals and applications through the TTV cycle procedure is managed • TTV system oversight and reviews are provided • Training on TTV processes and procedures is provided • Reporting and advice is provided to MPPS Director, Budget Support Group, Development Coordination Division, TTV technical working group in a timely manner • Strong stakeholder engagement is maintained
<p>KRA 2: Project Analysis, Management and Reporting</p> <ul style="list-style-type: none"> • Provide advice and support to government agencies on issues for complex projects • Support the development, implementation and completion of project management activities • Support the monitoring and management of the compliance of the TTV cycle, Procurement Policy and CIGFPPM and other relevant Acts and regulations • Analyse and report on projects to allow sound decision making • Report on project activities, progress, and risk management 	<ul style="list-style-type: none"> • Advice and support is provided on complex projects in a timely manner • Project management activities are completed within timeframes • All government agencies are compliant • All policy and procedures are continually monitored and improved • Analysis is provided to allow sound decision making to the Director of MPPS, Financial Secretary, TTV technical group, IC Committee, Budget Support Group and other relevant stakeholders • Reports are provided within timeframes to allow sound decision making
<p>KRA 3: Stakeholder Management and External MFEM Representation</p> <ul style="list-style-type: none"> • Maintain effective working relationships with relevant stakeholders • Maintain partnerships to ensure a fair perspective is reflected in MPPS project management activities • Liaise with the other government agencies and stakeholders who have associations with MFEM to keep up to date with TTV activities and identify new opportunities • Provide advice and solutions to queries from national, regional and international stakeholders 	<ul style="list-style-type: none"> • Relationships are developed and maintained with stakeholders • Readiness to meet and consult with government agencies and stakeholders • Queries from national, regional and international stakeholders are resolved satisfactorily
<p>KRA 4: Self-Management and Continuous Improvement</p> <ul style="list-style-type: none"> • Demonstrate self-management and continuous improvement in work performance and personal development • Identify and manage critical issues and risks and ensure they are effectively addressed 	<ul style="list-style-type: none"> • Personal development and continuous improvement in work performance is evident • Critical issues and risks are identified and managed

WORK COMPLEXITY

<i>Indicate most challenging problem solving duties typically undertaken (3-4 examples):</i>	
1	Managing good partnerships between multiple internal and external parties - support implementing public sector agencies, funding development partner agencies, team management and staff commitment to ensure success of projects
2	Exercising sound judgement and alertness required in the impact on decisions made to ensure this does not compromise government processes and information requirements when managing project management grievances and recommendations with relevant stakeholders
3	Responsibility for ensuring that advice provided is in line with relevant procedures, policies, regulations, Acts

AUTHORITY

Financial	No
Staff	No
Contractual	No

FUNCTIONAL RELATIONSHIPS

The requirement for human relations skills in dealing with other personnel and external contacts. *(List the external and internal types of functional relationships)*

Internal	Nature of Contact	External	Nature of Contact
Financial Secretary, MPPS Director	Medium Provide technical advice, analysis reports, and recommendations to contribute toward decision making and procurement direction	Ministers and Cabinet	Routine Report on progress, discuss key projects and issues, and provide analysis and recommendations on projects
Manager/Principal Advisor, TTV Staff	Heavy Provide advice, work schedules	TTV Technical committee, IC Committee, BSG Committee and other relevant stakeholders	Routine Report on progress, discuss key projects and issues, provide analysis and recommendation
MPPS Division, Development Coordination Division	Medium Confirmation of donor funding availability and allocation for projects		Routine Provide expert advice, governance and support
Planning Division and other MFEM divisions	Medium Routine contact at budgeting rounds and regarding Capital funded procurement activities regarding budget implications, financial risk and viability, capital proposals	Government Agencies	Develop, negotiate, influence, mediate and monitor project activities in compliance with Government policies and procedures Routine Work closely with Government Agencies to comply and understand project cycle, funding implications and policies in place. Collaboration and following up on activities

EDUCATION

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)
Bachelor's degree in Business Management or related field	As Essential

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)
4-5 years' work experience in project management or related field	As Essential

KEY SKILLS /ATTRIBUTES/JOB SPECIFIC COMPETENCIES

Level of ability required for the job	
Expert	<ul style="list-style-type: none"> ▪ Excellent communication skills, oral and written both in Cook Islands Maori and English ▪ Strong understanding of Cook Islands Government Policies and Financial Management systems ▪ Open-minded and community development focussed with passion for funding solution to emerging administration and operational issues ▪ Ability to analytically asses and manage risk and crisis in a collaborative approach with internal and external stakeholders ▪ A person that is analytical, dynamic, challenging and goal oriented ▪ Project management, reporting, monitoring and evaluation
Advanced	<ul style="list-style-type: none"> • Strong analytical skills and thorough understanding of public sector priorities and challenges • Sets challenging goals for self and others, reviews performance and adapts as required • Is decisive and takes action at the opportune time • Models dedication to high performance and ethical behaviour • Committed to the provision of quality services and takes note of public interest • Builds and nurtures effective and collaborative relationships to solve issues and develop better work processes • Understands strategic and operational planning and the coordination of people and resources to achieve these • Business Plan development and advice
Working	<ul style="list-style-type: none"> • Engages staff and stakeholders to gather ideas and provide input • Plans and strategies to achieve targets and adapts to changing circumstances • Able to think laterally and exercise sound judgement • Identifies opportunities for innovation and improvement • Able to collate facts/information and produce reports • Able to manage limited resources • Able to work both independently and cooperatively • Able to handle confidential and sensitive information • High level of accuracy, initiative, creativity and accountability
Awareness	<ul style="list-style-type: none"> • Awareness of the MFEM, AUDIT,ICI,CIIC policies and legislation • Understands the Public Sector planning, budgeting and performance management framework • Awareness of health and safety factors, office procedures and protocols

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:

HoM/Manager

Date

Employee

Date