



Ministry of Finance and Economic Management
GOVERNMENT OF THE COOK ISLANDS

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POSITION SUMMARY

Job Title:	Adaptation Fund (AF) National Programme Manager
Division:	Adaptation Fund National Implementing Entity (NIE)
Responsible To:	Development Coordination Division (DCD) Manager
Responsible For:	Up to 3 Contractors
Job Purpose:	Oversight management of the three-year Pa Enea Action for Resilient Livelihoods (PEARL) Programme to ensure MFEM as an Adaptation Fund NIE follows fiduciary and safeguards standards and at the same time accessing financial resources to implement the PEARL Programme.
Job Classification:	Function: (Regulatory, Governance/Oversight)
Date updated:	June 2018

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

MFEM on behalf of government is the accredited National Implementation Entity (NIE) for the international environment funding mechanism, the Adaptation Fund (AF). Adaptation Fund NIE functions is managed by DCD, a division within MFEM, as government's preferred operational focal point for all Official Development Assistance (ODA) to the Cook Islands.

In this NIE role, DCD receives direct financial transfers from AF to carry out adaptation projects and programmes. By this it means ensuring that MFEM as NIE must meet the legal and fiduciary standards adopted by the international overseas based AF Board.

With the supervision of the DCD Manager, the NIE National Programme Manager provides regulatory and governance oversight management of the three year PEARL Programme with project implementing agency Office of the Prime Minister (OPM) and the three project executing agencies – Emergency Management Cook Islands, Ministry of Agriculture and Water Project with the Pa Enea Division-OPM.

Financial oversight, effective strategic planning and monitoring and evaluation is critical to ensure the successful implementation of the PEARL Project. Management and coordination is also gradually moving from a project-based approach to a wider approach where several sectors are considered under one project, in order to have stronger impact, more results, and more efficient management of resources

Staffing structure below shows this position with MFEM under national NIE function within DCD.

KEY RESULT AREAS (KRA's)/Outputs

KRAs for this position	Key Performance Indicators <i>Job holder is successful when</i>
<p>KRA 1: Collaborate with DCD Manager for strategic oversight management of PEARL Programme planning, budgeting and outcomes for implementation alignment to national NIE strategic direction to ensure MFEM status is maintained as accredited Adaptation Fund NIE.</p>	<ul style="list-style-type: none"> • Oversight strategic management of PEARL programme PMU reporting and NIE contractors review reports confirm: <ul style="list-style-type: none"> ○ Alignment with CIG & AF agreed to national development priorities for the programme • Oversight management of programme budgeting with financial report by DCD Finance Manager confirm: <ul style="list-style-type: none"> ○ MFEM and AF rules and regulations specific are abided with for budgeting and financial processing ○ Access to funds committed are sufficient for contractual payments made ○ Accurate and timely contracts payments and financial reports are provided with technical financial advice and reporting support by the DCD Finance Manager. ○ Contracts management demonstrates service contractors' targets are met for review and monitoring of PMU performance • Programme outcomes and advice are achieved within contract deadlines for PEARL programme monitoring & evaluation, environment social safeguards and gender in the form of accurate, reliable and timely advice and reports.
<p>KRA 2: Strategic programme oversight and collaboration to ensure successful implementation of the PEARL Programme by Project Management Unit (PMU), Office of the Prime Minister as implementing agency</p>	<p>Partnerships with PMU and executing agencies demonstrates:</p> <ul style="list-style-type: none"> • Alignment to required AF & CIG full project cycle requirements for programme implementation and execution • Communication and information flows on PEARL Programme are maintained between PMU, executing agencies and relevant stakeholders. • Provision of technical advice demonstrates alignment of PEARL Programme implementation alignment with Adaptation Fund and CIG requirements. • Resource mobilisation achieve programme outcomes. • Recommended project including audit adjustments where relevant are implemented accordingly.
<p>KRA 3: Supervision of reviews by NIE contractors demonstrates quality control of the full programme cycle with confirmation through evaluations, audits and when required MFEM as AF NIE or direct AF partner visits</p>	<p>PMU & executing agencies demonstrates best practices and lessons learned are evidenced through actions of:</p> <ul style="list-style-type: none"> • PMU & executing agencies use of CIG Te Tarai Vaka Activity Management System tailored to suit implementation of the PEARL Programme. <ul style="list-style-type: none"> ○ Result based management tools to reach of management targets and monitor achievement of results.

	<ul style="list-style-type: none"> • PMU and executing agencies use of CIG Financial System guided by the CIG Financial Procedures & Processes Manual • PMU & Executing agencies use of CIG Procurement System using the CIG Procurement Policy & Templates & Fleet Management Policy for procurement of suppliers of goods and services including service consultants for programme execution • PMU and executing agencies use of CIG operations systems guided where relevant by the CIG Operations Manual
<ul style="list-style-type: none"> • Provide top quality advice and knowledge focusing on results 	<ul style="list-style-type: none"> • Sharing of PEARL programme results are endorsed public releases on the MFEM and OPM website and other endorsed media outlets such as print and social media. • Professional development initiatives relevant to Organization of trainings for the staff in the unit • Promote awareness of the goals and results of PEARL Project, towards donors, government and other stakeholders through MFEM and OPM websites, newsletters and other information channels • Work with the communications advisor in the office on information and advocacy related to activities within PEARL Project

WORK COMPLEXITY

<i>Indicate most challenging problem solving duties typically undertaken:</i>	
1	<p>What really stretches someone doing this job</p> <p>Managing conflicts in roles required of MFEM as a NIE for AF, OPM as PEARL Programme Implementing Agency and role of executing agencies Innovative approaches to manage diversity in partnerships against project partners own competing priorities. and drive for inputs into contract design. Partnerships within MFEM, support implementing agency and the three project executing agencies, Adaptation Fund NIE management team and staff commitment to ensure success of PEARL programme in contract design (contract reviews over email, translating project needs effectively into solutions) and implementation processes (compliance/legal reviews)</p>
2	<p>The most difficult problems faced in the job</p> <p>Manage conflicting demands of multiple contractors for goods and/or services, in particular maintenance of clear communication channels and contact, implementation of risk management plans to ensure flow of delivery in services to meet project deadlines</p> <p>Ability to work with mostly manual systems and uploading to Adaptation Fund online system to keep track of contract costs for overview of programme budget</p>
3	<p>The level of judgement the jobholder has to exercise</p> <p>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 Project Steering Committee, contractors and relevant development partners</p>

AUTHORITY

Authority levels expressed in terms of routine expenditure, granting loans, and recruiting and dismissing staff. (*Explain the authority if any*)

Financial	<p>Budget Authority PEARL Programme accounts management in line with Cook Islands Financial Procedures and Processes and Adaptation Fund NIE Operations Guidelines. Sign off recommendations to DCD Manager for release of contractual payments.</p>
Staff	<p>Recruitment and Performance Management authority Delegated oversight management including performance of up to three key contractors engaged for required independent project expertise assessments and/or evaluations. Coordinate activities of contractors with the NIE unit to monitor and evaluated performance of project implementation agency, where necessary, the project executing agencies.</p>
Contractual	<p>External/internal contracts authority Delegated authority to take the lead in contract negotiations and draw up contracts for recommendation to DCD Manager, thereafter finalise with Crown Law, before sign off.</p>

FUNCTIONAL RELATIONSHIPS

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

Internal	Nature of Contact	External	Nature of Contact
<p data-bbox="85 397 338 432">Within the Agency]</p> <p data-bbox="85 783 338 879">DCD Manager and Development Coordination Team</p> <p data-bbox="85 1123 394 1254">Teams – Treasury Management, Revenue Management & Statistics Office</p>	<p data-bbox="432 397 994 464">What contact does this position have with the internal contact (Light, Medium/ Heavy)</p> <p data-bbox="432 491 994 695">Heavy: Dealing with most of the team at a routine level towards development partners programmes/project oversight management, HR, Operations grievances management and linkages to Adaptation Fund NIE operational requirements</p> <p data-bbox="432 746 994 979">Medium: Requires contact at routine level at budgeting rounds including financial advice/guidance, project taxation, projects imports advise and economic, social information and forecasts for project design and implementation</p>	<p data-bbox="1028 397 1335 432">[Outside of the Agency]</p> <p data-bbox="1028 1023 1413 1090">Cook Islands Government (Minister responsible/Cabinet</p>	<p data-bbox="1505 397 2045 496">What contact will I have with this external contact (Minimal, Routine, Promoting, Negotiating/ Critical Contact)</p> <p data-bbox="1505 528 2069 761">Interacting/Serving: Mostly indirect and at times direct technical advise specifically to Minister(s) responsible for Finance, Agriculture, Infrastructure, Water and Sanitation, Emergency Management Cook Islands for Minister(s) informed decision making and reliable information sharing.</p> <p data-bbox="1505 839 2096 1107">Promoting/Representing: Presenting information for informed decision on strategic level decision making. In particular cooperation and acceptance for progressing operations as middle person for government/development partner and project executing goods/services suppliers, support public sector agencies</p> <p data-bbox="1505 1246 2029 1377">Promoting/Representing: consulting, reaching and cooperation on agreements for implementing project milestones</p>

		<p>Project Management Unit with Office of the Prime Minister (OPM) – Governance Committee with DCD Manager as member</p> <p>Adaptation Fund</p> <p>OPM as Programme Implementing Agency</p> <p>OPM & OPSC as central agencies with MFEM</p> <p>Key PEARL Programme Executing Agencies – OPM, Ministry of Agriculture, Emergency Management Cook Islands</p> <p>Local and overseas suppliers of Goods</p> <p>Local and overseas suppliers of Services – Consultants, Technical Experts</p>	<p>influencing project executing agencies, local/overseas goods and services suppliers to act in accordance contracts and agreements</p>
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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"> At least 3 year Bachelor Degree in Development Studies or International Development or Environmental, Political or Social Science or Economy or related field 	<ul style="list-style-type: none"> Master degree in Development Studies or International Development or International Development or Economy or related field

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)
<p>At least 7 years' experience</p> <ul style="list-style-type: none"> at the national and/or international in providing management advisory services, hands on experience in planning, implementation, completion and/or evaluation of development programmes Establishing and maintaining inter-relationships within programme implementing agencies, executing agencies, international organisations and national governments Managing a project or programme to ensure work flow against diverse activities and controls in place for resources and contractors employed for programme execution. 	<p>At least 5 years' experience in essential experience required and/or</p> <ul style="list-style-type: none"> Management of a unit with direct supervision of contractors employed for project execution Sector specific project management specifically environment, climate change working knowledge of Cook Islands Government Activity Management System

KEY SKILLS /ATTRIBUTES/JOB SPECIFIC COMPETENCIES

Level of ability required for the job	
Expert	In addition to advanced requirements, build staff competence, environment for creativity and innovation is recognised by Adaptation Fund and other relevant experts that the PEARL Programme is deemed sustainable beyond the project 3 year duration.
Advanced	In addition to working requirements, fluency in Cook Islands Maori verbal and written Cook Islands Maori. Programme monitoring and evaluation to ensure risks are managed without unnecessary delays in project completion. Ability to share and promote knowledge sharing culture amongst individuals involved in programme implementation towards achieving more than 3 years programme sustainability.
Working	In addition to basic fluency in verbal and written English, understanding of CI Maori language. Takes ownership of own

	learning to apply government systems in place relevant to project implementation such as the Cook Islands Government TTV Activity Management Systems in relation to Adaptation Fund Adaptation Fund Operational Policies and Guidelines. Effective team building for achieving programme deliverable.
Awareness	Fluent in verbal and written English; Applied skills in the use of MS Office software – in particular MS Outlook, Excel, Word, Powerpoint and Adobe writer; Applied skills in the use of computers and online systems.

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