



Ministry of Finance and Economic Management
GOVERNMENT OF THE COOK ISLANDS

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POSITION SUMMARY

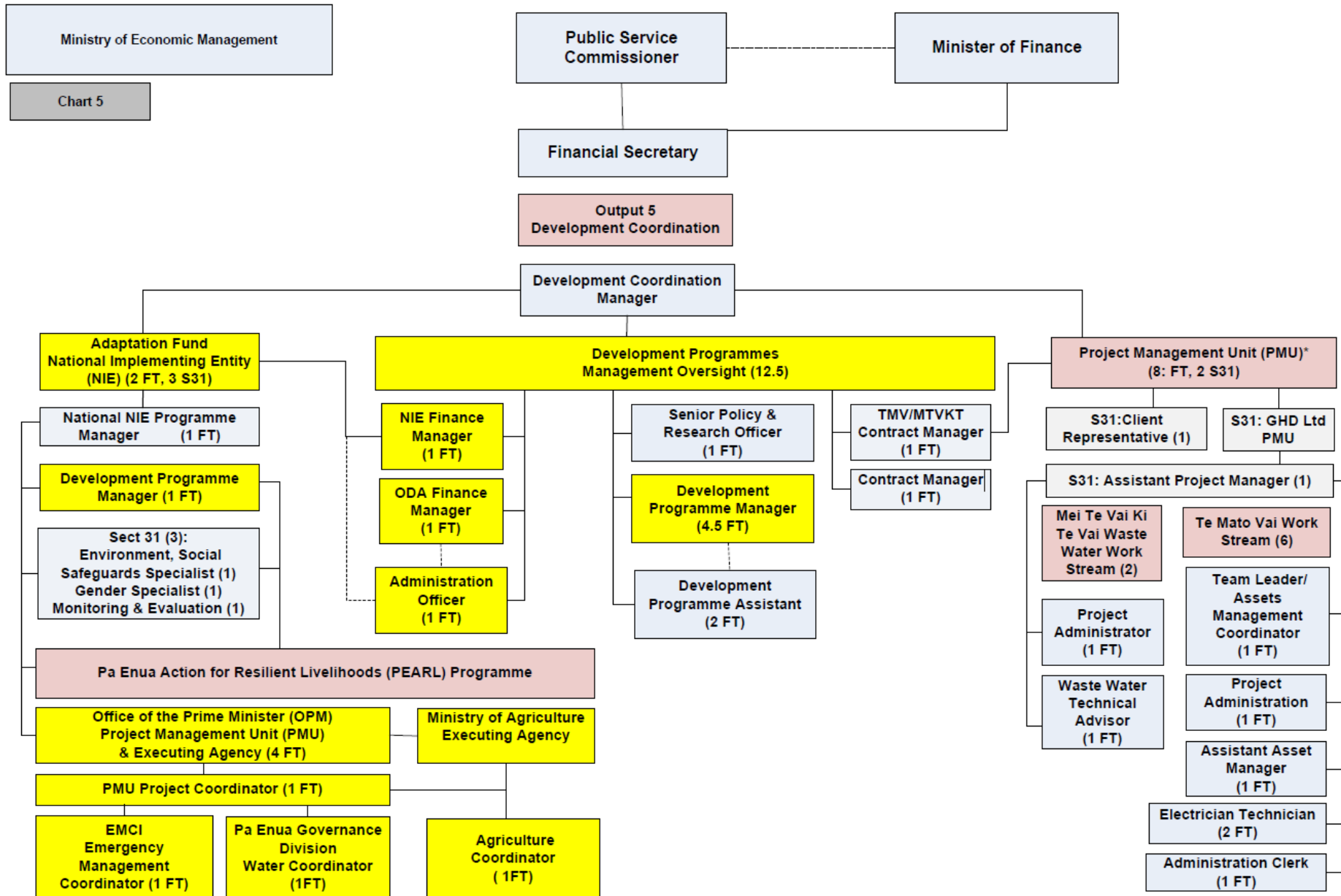
Job Title:	Core Sector Support Development Programme Assistant
Division:	Ministry of Finance and Economic Management (MFEM) – Development Coordination Division
Responsible To:	DCD Manager, Core Sector Support Development Programme Manager
Responsible For:	Nil
Job Purpose:	The Programme Assistant provides support, and/or coordination (where assigned), for the planning, implementation, monitoring and management of Core Sector Support (CSS) development programmes in the Cook Islands.
Job Classification:	Function: Governance Job Band: F Jobwise Code S6
Date updated:	June 2019

AGENCY VISION

MFEM vision is as follows.

“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 (<i>use SMART principles</i>)
<p>KRA 1: Programme Coordination and Support</p> <ul style="list-style-type: none"> Provision of coordination and programme support to CSS Development Programme Managers, 	<ul style="list-style-type: none"> CSS Programme Manager is well supported to achieve set programme/project, reporting and event objectives. DCD Website and Facebook page is informative, engaging and up to date. Efficient and organised events and relevant logistics management inclusive of catering, facilitating sector meetings, international events, and travel & accommodation arrangements. Support is provided to all activity managers and/or HOMs of line ministries involved in the CSS programme.
<p>KRA 2: Administration and Office Services</p> <ul style="list-style-type: none"> Management and support of all administrative duties to ensure effective operation of the day-to-day working environment. 	<ul style="list-style-type: none"> Secretariat services are provided throughout every stage of the implementation of all outputs, e.g. minute taking, facilitating tender meetings (e.g. evaluation meetings, tender box opening, etc.), facilitating meetings (in particular the Policy Dialogue), keeping financial records up to date. All in-house, phone, and email inquiries are received courteously and promptly provided with appropriate information. All correspondence is accurately recorded, tracking details and the action taken available.
<p>KRA 3: Development Policies And Procedures</p> <ul style="list-style-type: none"> Provision of support on relevant partner programming and procedures. This includes management and administrative support to Government authorities and stakeholders when required, as well as strong analytical and research abilities to provide correct direction to programmes. 	<ul style="list-style-type: none"> Development Partners, government authorities and key stakeholders are aware of different CSS programmes updates. Assist in the effective and efficient coordination, analysis, compilation, and monitoring of CSS programs. Alignment of development partners with government development priorities as outlined within the National Sustainable Development Plan. Programme outcomes are achieved effectively and efficiently with confirmation through evaluations, audits and development partner visits.

<p>KRA 4: Activity & Programme Management</p> <ul style="list-style-type: none"> • Effective programming, implementation, monitoring and reporting of all assigned Development projects/programmes by ensuring implementation of policies and practices. Various CSS Programmes attributed will be on the small to medium scale range under the Output 4 umbrella in CSS and would therefore need to be managed with minimal supervision. 	<ul style="list-style-type: none"> • There is effective monitoring and reporting on the performance of CSS projects/programmes in relation to key outcomes sought and time frames contained in agreements. • Working with Line Ministries (in particular MOH, MOE and CITC) involved in the CSS GFA to ensure they are all on track with progress and are meeting the indicators in the Results Management Framework. • Adherence to specific financing agreements is maintained through support and technical advice. • Support quality verification of relevant documents is undertaken prior to sign off and submission to development partners. • Periodic reports to relevant stakeholders are produced on the status of relevant development cooperation/projects. This includes progress reporting and completion reporting to Development Partners. • Oversight of CSS contracts, including outputs, reporting and payments.
<p>KRA 5: Stakeholder Engagement</p> <ul style="list-style-type: none"> • Effective aid co-ordination between development partners, government authorities and implementing agencies to achieve Government Development outcomes. 	<ul style="list-style-type: none"> • Communication and information flows on CSS development cooperation activities are maintained between relevant stakeholders. • Policy, financing and procurement guidelines are provided to interested parties and other development partners in country. • Research-based analysis is provided to DCD and other stakeholders to allow sound decision making. • Coordination between DCD, MFAT, NSDC and ministries involved in the CSS programme to effectively implement the outputs stipulated in the CSS GFA.
<p>KRA 6: Financial Management and Procurement</p> <ul style="list-style-type: none"> • Adherence to Government financial procedures to ensure alignment of CSS funds to outcomes, including procurement and contracting guidelines. 	<ul style="list-style-type: none"> • All CSS programme/project expenses are well documented and meet all procedural checks. This includes facilitation of the voucher process for all activities under the CSS. • Commitments are sufficient to meet contract payments, and contract sums do not exceed financing ceilings.

	<ul style="list-style-type: none"> Implementing agencies/executing agencies comply with conditions included in Financing Agreements. Changes/extensions are formalised through addenda to contracts and Financing Agreements. Tender policies are applied correctly and quality procurement documents are developed in cooperation with relevant stakeholders.
KRA 7: Self-Management and Continuous Improvement <ul style="list-style-type: none"> Demonstrate self-management and continuous improvement in own performance and personal development 	<ul style="list-style-type: none"> Performance rating 'meets expectations'.

WORK COMPLEXITY

<i>Indicate most challenging problem solving duties typically undertaken (3-4 examples):</i>	
1	Supporting management of country's compliance with financial procedures, procurement and contracting guidelines, and reporting requirements under CSS. Strong conceptual and analytical ability is required for supporting application of corresponding national policies.
2	Coordinating priorities across division and CSS specific deadlines and actively manage implementing agencies to achieve key programme outcomes within budget and to maintain timely reporting.
3	Coordinating DCD relations with civil society, private sector, national, local and international public actors and development partners.
4	Provide research and analytical skills when required on CSS programmes. Knowledge of program management and development procedures is essential, in adherence with guidelines based on a sound knowledge of principles and practices related to development effectiveness.
5	Provide effective support towards programming, implementation, monitoring and reporting of all CSS Outputs by ensuring implementation of policies and practices. Some CSS projects attributed will be on the small to medium scale range and would therefore need to be managed with minimal supervision.

AUTHORITY

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

Financial	Preparing payment vouchers, assisting CSS DPM with CSS programme, management of assigned budgets which are of small to medium scale, assistance in Programme and DCD Audits.
Staff	N/A
Contractual	N/A

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
Development Coordination Team	<ul style="list-style-type: none"> Assist DCD management and staff in coordinating ODA annual planning and budgeting process. 	Private sector and NGO/community groups	<ul style="list-style-type: none"> Provide support and technical advice on ODA programmes.
Ministry of Finance and Economic Management	<ul style="list-style-type: none"> Provide technical assistance and advice as required for MFEM divisions on various ODA projects. 	Central Agencies and Implementing Agencies	<ul style="list-style-type: none"> Provide secretariat services to committees ensuring timeframes and information flows are met.
Division staff and Divisional managers	<ul style="list-style-type: none"> Obtain information relevant to the successful completion of tasks relating to ODA and planning for the division. 	Development Partners and their Representatives	<ul style="list-style-type: none"> Provide national data and information for effective management of ODA programmes. Provide research and analysis when needed on ODA programmes. Knowledge of program management and development procedures is essential.

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"> Tertiary qualifications (degree/bachelors) in International Studies or Development Management or related fields. 	<ul style="list-style-type: none"> Post Graduate or Masters Qualification in International Studies or Development Management or related fields.

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)
At least 1 years' experience in an administration or coordination role.	At least 3 years' experience in an administration or coordination role.

KEY SKILLS /ATTRIBUTES/JOB SPECIFIC COMPETENCIES

Level of ability required for the job	
Expert	<ul style="list-style-type: none"> • Analytical, drafting and report writing skills • Programme/project management • Event Management, News posts • Financial and accounts management • Demonstrated knowledge and experience of financial management and project/programme management • Computer literate • Strong communication and interpersonal skills (written and verbal) • Strong report writing skills • Solid knowledge of core governmental policies, in relation to the Development field • Conceptual and analytical ability • Excellent oral and written communication skills • Strong skills in the use of work processing, communications, financial spreadsheet and database management software;
Advanced	<ul style="list-style-type: none"> • Knowledge of governance and development issues in the Cook Islands and the region in general • Ability to provide clear and objective advice and recommendations • Capacity to analyse and apply policies to projects and assignments • Good skills in statistical analysis of ODA • Solid knowledge of core governmental policies, in relation to the Development field
Working	<ul style="list-style-type: none"> • Experience and knowledge of Official Development Assistance (ODA) • Solid knowledge of core governmental policies, in relation to the Development field
Awareness	<ul style="list-style-type: none"> • Sound knowledge and understanding of the MFEM Act and the CI Financial Policies & Procedures

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