



Ministry of Finance and Economic Management
GOVERNMENT OF THE COOK ISLANDS
 PO Box 120, Rarotonga Cook Islands Phone (682) 22878 www.mfem.gov.ck

POSITION SUMMARY

Job Title:	Executive Secretary to Financial Secretary (ES)
Division:	Office of the Financial Secretary
Responsible To:	Financial Secretary (FS)
Responsible For:	
Job Purpose:	<p>The role of the ES is essentially an administrative one without any direct revenue earning capabilities. It does however support and enhance the efficiency of the office of the highest ranking financial position of the Cook Islands.</p> <p>At a strategic level, this role is responsible for the effective and efficient provision of administrative support in a variety of functions to the FS that are focused on increasing the efficiency of the FS.</p> <p>In an operational level this role is responsible for reviewing, prioritizing, directing and delegating a wide variety of complex and confidential requests that are presented to the FS for consideration from national, regional and international sources. Each must be handled with the utmost professional standards and discretion</p>
Job Classification:	G \$28,515 - \$42,599
Date updated:	

AGENCY VISION AND VALUES

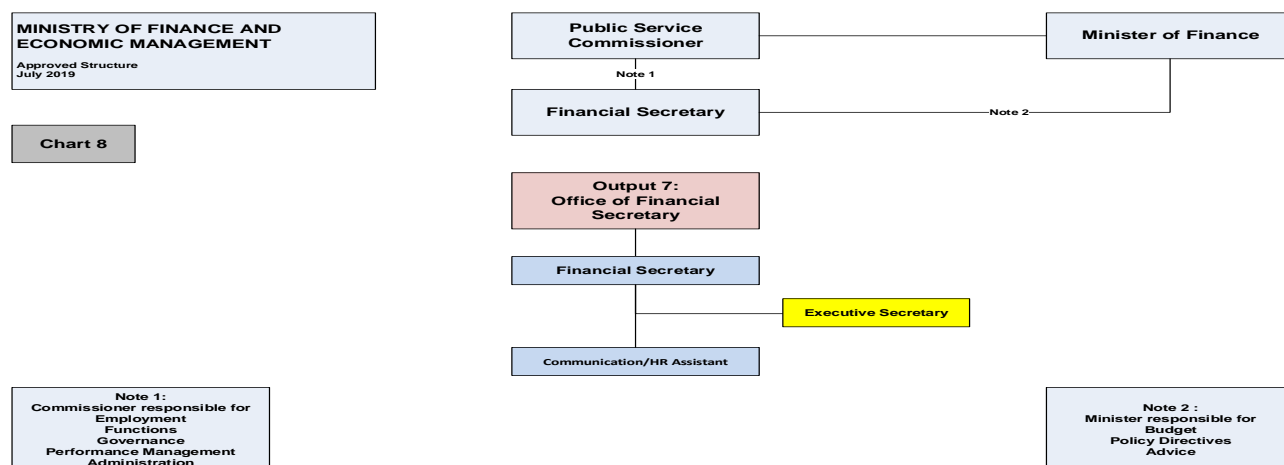
Vision:

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

Values:

Respect, People focused, Equity, Quality, Integrity and Accountability

ORGANISATIONAL STAFFING STRUCTURE



KEY RESULT AREAS (KRA'S)/OUTPUTS

KRAs for this position (maximum of 6)	Key Performance Indicators <i>(use SMART principles)</i> Jobholder is successful when:
<p>Support</p> <ul style="list-style-type: none"> • Ensure support services are available to the financial secretary as a priority • In absence of financial secretary, coordinate alternate executive manager with delegated authority to address urgent issues • Act as an information source to the financial secretary • Undertake role within Emergency Management as required, including attending training activities and emergency response 	<ul style="list-style-type: none"> • All tasks assigned by the financial secretary are undertaken promptly • The financial secretary is kept informed of relevant internal/external issues • Confidentiality, tact, and discretion are maintained at all times
<p>Diary</p> <ul style="list-style-type: none"> • Manage the financial secretary's diary and remind of appointments throughout the day • Full coordination of meetings including arranging resources/refreshments/catering, and prepare and distribute agendas 	<ul style="list-style-type: none"> • The financial secretary's diary runs smoothly • The financial secretary is guided to meetings with the appropriate information/papers • Agendas and all relevant information is distributed prior to meetings
<p>Reception</p> <ul style="list-style-type: none"> • Perform reception and telephone duties including detailed message taking, screening, and redirecting calls to appropriate staff • Answer routine enquiries • Welcome visitors on behalf of the financial secretary • Inform visitors of time delays and reschedule where appropriate 	<ul style="list-style-type: none"> • All telephone callers and visitors are received courteously, screened, and promptly directed to the appropriate person • All messages are recorded accurately • Responses to enquiries are accurate and timely • Complaints are dealt with promptly
<p>Administration</p> <ul style="list-style-type: none"> • Record, prioritize, reply to, and/or delegate to managers, where appropriate, incoming correspondence • Provide a high standard of word processing and presentation material • Prepare meeting briefing folder where and when required. • Maintain up-to-date filing and bring-up systems • Provide personal assistant services to the FS. • Provide secretarial and administrative services to the human resources manager • General office duties including scanning, emailing, photocopying, faxing, laminating, and binding, and so on. • Make travel/accommodation arrangements for the FS • Promulgate and circulate staff circulars • Managing FS communications on the MFEM website and Face Book page. 	<ul style="list-style-type: none"> • Correspondence is recorded, prioritized, replied to, and/or delegated to managers, where appropriate, promptly • Word processing and so on are undertaken promptly and accurately, meeting deadlines and priorities • All tasks assigned by the financial secretary and human resources manager are undertaken promptly • All releases are displayed on both website and Face Book page.

WORK COMPLEXITY

Indicate most challenging problem solving duties typically undertaken (3-4 examples):

1	Dealing with multiple requests / enquiries for the FS and organizing access.
2	Preparation of meeting briefing folders on complex matters
3	Coordination and preparation of travel arrangements

AUTHORITY

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

Financial	Nil
Staff	Nil
Contractual	Nil

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 and Executive Secretary	Supportive and daily administrative routine <i>Medium</i>	Government agencies	Discussions and receiving and disseminating reports and information. <i>Routine</i>
Executive Secretary and Managers	Disseminate information from FS <i>Medium</i>	Regional offices – ADB, AIB, PIFS, others	Meetings and travels arrangements. <i>Routine.</i>
Executive Secretary and staff	Disseminate information from FS <i>Medium</i>		

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"> Undergraduate degree 	<ul style="list-style-type: none"> Post graduate degree

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)
<ul style="list-style-type: none"> A minimum of 1 years' experience in executive services role or similar 	<ul style="list-style-type: none"> 5 + years' experience in executive services or similar

KEY SKILLS /ATTRIBUTES/JOB SPECIFIC COMPETENCIES

Level of ability required for the job

Expert	<ul style="list-style-type: none">• Advanced communication, planning and report writing skills• Exceptional negotiation, mediation and organizational skills• Exceptional facilitation of stakeholder meetings
Advanced	<ul style="list-style-type: none">• Extensive understanding of national public service policies, plans and legislation: MFEM Act, PS Act and PERCA Act• Excellent written and spoken language• Understanding of the political and cultural protocols of the country• Excellent interpersonal, conflict resolution and presentation skills
Working	<ul style="list-style-type: none">• Proficient user of Microsoft office and information management systems• Ability to respond quickly and effectively to operational issues• Knowledgeable in government financial policies, planning and budgeting
Awareness	<ul style="list-style-type: none">• Understanding of the key relationships and networks across government agencies• Understanding of the key individuals from major stakeholder groups in private sector, community services organizations and the community.

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:

Financial Secretary

Date

Employee

Date