



Ministry of Finance and Economic Management
GOVERNMENT OF THE COOK ISLANDS

PO Box 120 Rarotonga Cook Islands Phone (682) 29521 Fax (682) 29520 website: www.mfem.gov.ck

POSITION SUMMARY

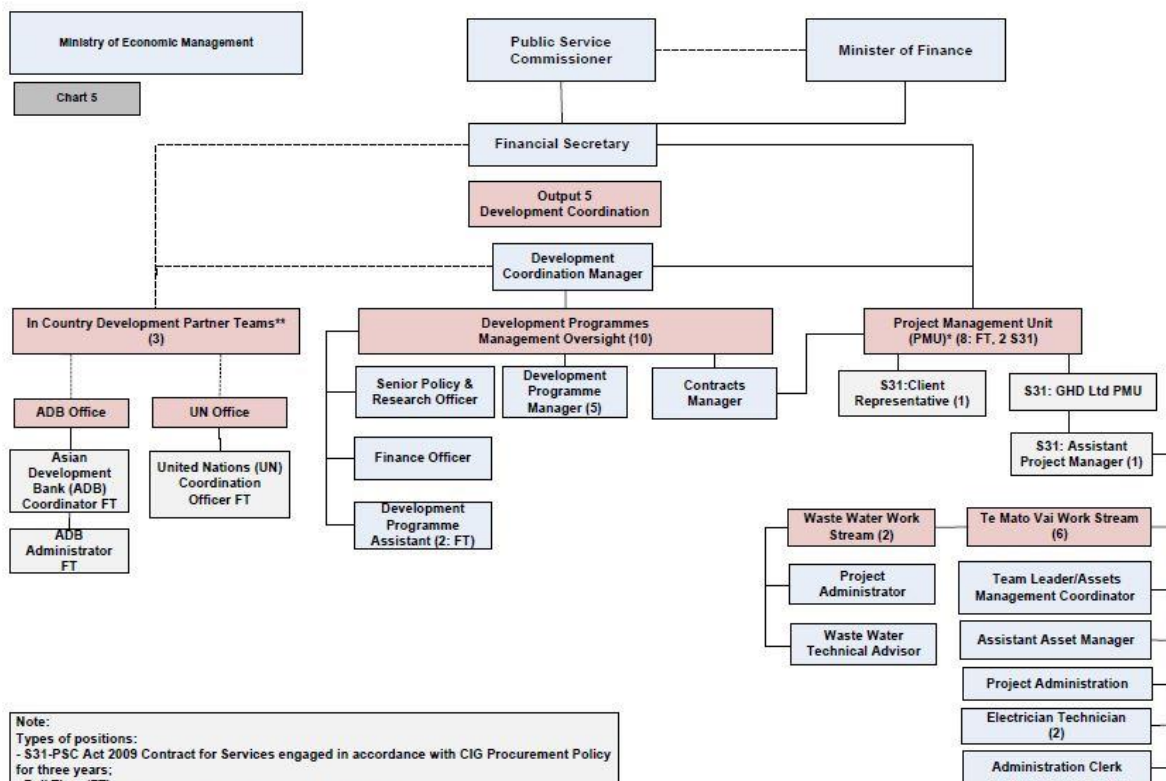
Job Title:	Development Programme Manager
Division:	Ministry of Finance and Economic Management (MFEM) – Development Coordination Division
Responsible To:	DCD Manager
Responsible For:	Nil
Job Purpose:	The Development Programme Manager oversees planning, implementation, monitoring and management of development programmes in the Cook Islands.
Job Classification:	Function: Governance Job Band: F Jobwise Code (S6)
Date updated:	May 2016

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



Note:
 Types of positions:
 - S31-PSC Act 2009 Contract for Services engaged in accordance with CIG Procurement Policy for three years;
 - Full Time (FT)
 * 12 months interim arrangement only until proper SOE setup
 ** Recruitment and reporting lines direct to respective Head Offices

KEY RESULT AREAS (KRA's)/Outputs

KRAs for this position (maximum of 6)	Key Performance Indicators (use SMART principles)
<p>KRA 1: Development Policies And Procedures</p> <ul style="list-style-type: none"> Provision of technical advice on development policies and procedures to Government authorities and stakeholders, including management and administrative support - to ensure development agreement requirements met 	<p><i>Jobholder is successful when:</i></p> <ul style="list-style-type: none"> Development Partners and government authorities are aware of different programs nationally Relevant information is researched, analysed and collated to prepare project/program design and formulation documents for review by appropriate stakeholders Financing mechanisms are proactively sought and programmed for government implementation Adherence to specific financing agreements is maintained through support and advice Alignment of development partners with government development priorities Programme outcomes are achieved effectively and efficiently with confirmation through evaluations, audits and development partner visits.
<p>KRA 2: Activity & Programme Management</p> <ul style="list-style-type: none"> Effective programming, implementation, monitoring and reporting of all Development project/programs 	<ul style="list-style-type: none"> There is effective monitoring and reporting on the performance of projects/programs in relation to key outcomes sought and time frames contained in agreements Commitments are sufficient to meet contract payments, and contract sums do not exceed financing ceilings Implementing agencies/executing agencies comply with conditions included in Financing Agreements Changes/extensions are formalised through addenda to contracts and Financing Agreements 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 Cook Islands development cooperation/projects Development Partner missions, Annual and mid-term reviews, reports and external audits have favourable outcomes.
<p>KRA 3: Effective aid co-ordination between development partners, government authorities and implementing agencies to achieve Government Development outcomes.</p>	<ul style="list-style-type: none"> Communication and information flows on development cooperation activities are maintained between relevant stakeholders Policy, financing and procurement guidelines are provided to interested parties and other development partners in country Coordination between development partners ensuring alignment to government development priorities Research-based analysis is provided to DCD and other stakeholders to allow sound decision making. Stakeholder meetings for development projects are well facilitated

<p>KRA 4: Adherence to Government financial procedures to ensure alignment of funds to outcomes, including procurement and contracting guidelines.</p>	<ul style="list-style-type: none"> • All programme/project expenses are well documented and meet all procedural checks • Commitments are sufficient to meet contract payments, and contract sums do not exceed financing ceilings. • Implementing/Executing agencies comply with conditions included in Financing Agreements • Changes/extensions are formalised through addenda to contracts and Financing Agreements. • Up-skill government authorities on key elements to ensure compliance with policy and procedures & develop capability to deliver quality development • Missions, audits and evaluations are results focused and facilitated to include discussions with other development partners in-country outcomes • Provision of training on development partners financial, procurement and contracting guidelines and the project management cycle.
<p>KRA 5: Self-Management and Continuous Improvement</p>	<ul style="list-style-type: none"> • Demonstrate self-management and continuous improvement in own performance and personal development • Performance rating ‘meets expectations’ • Engage effectively with colleagues and staff
<p>KRA 6:Sustainable Resource Management</p>	<ul style="list-style-type: none"> • Positive feedback on resource management • Demonstrate a commitment to sustainable, prudent and innovative resource management • Carry out such other duties relating to resource management as may be assigned from time to time

WORK COMPLEXITY

<p><i>Indicate most challenging problem solving duties typically undertaken (3-4 examples):</i></p>	
1	Manage country compliance with financial procedures, procurement and contracting guidelines, and reporting requirements
2	Actively manage implementing agencies to achieve key program outcomes within budget and to maintain timely reporting
3	Provide technical advice on DCD policies and procedures to Government authorities
4	Ensuring obligations under agreements are met
5	Co-ordinating programs across development partners
6	Manage overall Development Partner Program funds alongside government authorities Support government authorities and implementing agencies in preparing project/programme design and formulation, in adherence with guidelines
7	Support advertising and recruiting technical assistance required for technical or special project and program work
8	Co-ordinating programs across development partners

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 DPM's with ODA programmes, and management of assigned ODA programme budgets
Staff	NA
Contractual	Oversight of all internal DCD assigned ODA activity and programme contracts

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
<p>Development Coordination Team</p> <p>Ministry of Finance and Economic Management</p> <p>Division staff and Divisional managers</p>	<p>DCD management and staff in coordinating ODA annual planning and budgeting process;</p> <p>Provide technical assistance and advice as required for MFEM divisions on various ODA projects;</p> <p>Obtain information relevant to the successful completion of tasks relating to ODA and planning for the division.</p>	<p>Private sector and NGO/community groups</p> <p>Central Agencies and Implementing Agencies</p> <p>Development Partners and their Representatives</p>	<p>Provide support and technical advice on ODA programmes</p> <p>Provide secretariat services to committees ensuring timeframes and information flows are met</p> <p>Provide national data and information for effective management of ODA programmes</p> <p>Provide research and analysis on ODA programmes. Knowledge of program management and development procedures is essential.</p> <p>Routine: Significant, regular discussions and contact to resolve day to day difficulties and problems. Promoting: Significant contact to promote the organisation and achieve prescribed goals. Also included are those positions having daily and continual contact with people and in a role requiring advanced human relations skills. Negotiating: Considerable contact as the prime negotiator on major business dealings or on highly sensitive matters requiring highly developed negotiating or human relations skills. When applicable</p>

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 in International Studies, Development Management, Economics, Social Sciences, Inter-government Relations, Political Sciences OR other relevant area. 	<ul style="list-style-type: none"> Masters or post/graduate qualifications in International Relations, Political Science, Development Studies, Social Science, Economics, Foreign Affairs OR other 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)
<ul style="list-style-type: none"> At least three (3) years' experience in development/community work or related 	<ul style="list-style-type: none"> At least 3 years' experience in an programme management role or similar

KEY SKILLS /ATTRIBUTES/JOB SPECIFIC COMPETENCIES

Level of ability required for the job	
Expert	<ul style="list-style-type: none"> Experience and knowledge of Official Development Assistance (ODA) Strong communication and interpersonal skills (written and verbal) Strong analytical, drafting and report writing skills Demonstrated knowledge and experience of financial management and project/programme management Strong facilitative and coaching skills Ability to provide clear and objective advice and recommendations Capacity to analyze and apply policies to projects and assignments.
Advanced	<ul style="list-style-type: none"> Thorough understanding of skill/knowledge and is able to pass on skills in this area/recognised by colleagues as having proven skill/ knowledge in this area. Strong communication and interpersonal skills (written and oral) Knowledge of governance and development issues in the Cook Islands and the region in general Solid knowledge of core governmental policies, in relation to the Development field.
Working	<ul style="list-style-type: none"> Programme/project management Sound knowledge and understanding of the MFEM Act and the CI Financial Policies & Procedures Financial and accounts management <p>Experience and knowledge of Official Development Assistance (ODA)</p> <ul style="list-style-type: none"> Analytical, drafting and report writing skills Programme/project management
Awareness	

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