



Ministry of Finance and Economic Management  
**GOVERNMENT OF THE COOK ISLANDS**

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

**POSITION SUMMARY**

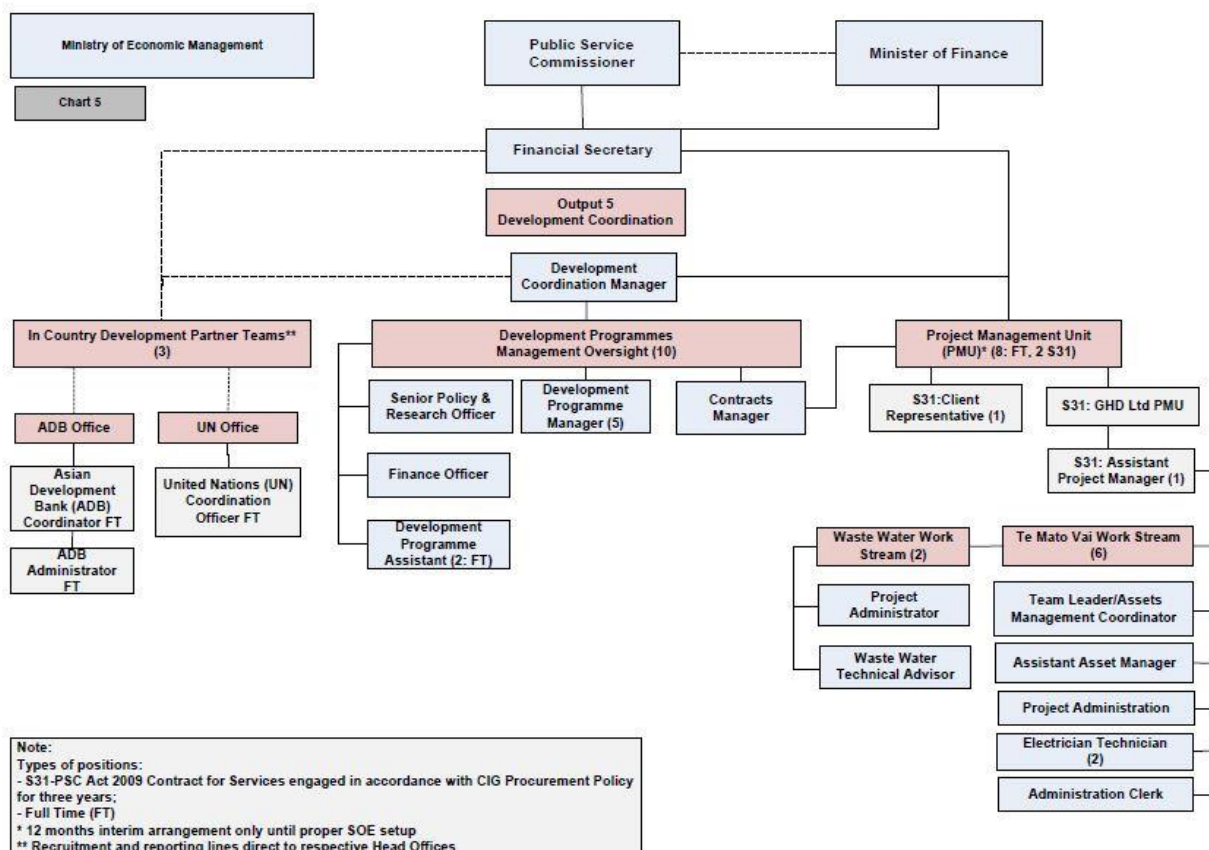
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|-------------------------|---|
| <b>Job Title:</b>       | <b>Climate Change Programme Assistant</b>   |
| <b>Division:</b>        | Ministry of Finance and Economic Management (MFEM) – Development Coordination Division  |
| <b>Responsible To:</b>  | DCD Manager, Climate Change Development Programme Manager   |
| <b>Responsible For:</b> | Nil   |
| <b>Job Purpose:</b>     | The Programme Assistant provides support, and/or coordination (where assigned), for the planning, implementation, monitoring and management of climate change development programmes in the Cook Islands. |
| <b>Date updated:</b>    | October 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”***

**AGENCY STRUCTURE**



## KEY RESULT AREAS (KRA'S)/OUTPUTS

| KRAs for this position  | Key Performance Indicators ( <i>use SMART principles</i> )  |
|---|---|
| <p><b>KRA 1:</b></p> <ul style="list-style-type: none"> <li>Provision of coordination and programme support to the Climate Change Development Programme Manager, and the wider GCF Team (i.e. NDA consultant, Communications consultant)</li> </ul>   | <ul style="list-style-type: none"> <li>Climate Change Programme Manager is well supported to achieve set programme/project, reporting and event objectives</li> <li>Climate Change and GCF Website and Facebook page is informative, engaging and up to date</li> <li>Efficient and organised events and relevant logistics management inclusive of catering, facilitating stakeholder meetings/workshops, international events, and travel &amp; accommodation arrangements.</li> </ul>  |
| <p><b>KRA 2:</b></p> <ul style="list-style-type: none"> <li>Management and support of all administrative duties to ensure effective operation of the day-to-day working environment.</li> </ul>   | <ul style="list-style-type: none"> <li>All in-house, phone, and email inquiries are received courteously and promptly provided with appropriate information</li> <li>All customs VAT exemption requests for Climate Change programmes are documented and meet procedural standards.</li> <li>Climate Change Consultants, TAs &amp; DCD Staff are able to work smoothly using Computer Devices and related software</li> <li>Office supplies are sufficient and expenses noted, within budget and processed in timely manner.</li> <li>All correspondence is accurately recorded, tracking details and the action taken available</li> <li>GCF Staff timesheets/contract employment conditions are accurate, processed in timely manner, all Leave (if entitled) is up to date.</li> </ul> |
| <p><b>KRA 3:</b></p> <ul style="list-style-type: none"> <li>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.</li> </ul> | <ul style="list-style-type: none"> <li>Development Partners, government authorities and key stakeholders are aware of different climate change programmes updates nationally</li> <li>Assist in the effective and efficient coordination, analysis, compilation, and monitoring of climate change donor programs.</li> <li>Alignment of climate change development partners with government development priorities as outlined within the National Sustainable Development Plan</li> </ul>  |

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|  | <ul style="list-style-type: none"> <li>• Programme outcomes are achieved effectively and efficiently with confirmation through evaluations, audits and development partner visits.</li> <li>• Provision of secretariat services to the internal committees Climate Change Finance is involved in</li> </ul>   |
| <p><b>KRA 4:</b></p> <ul style="list-style-type: none"> <li>• Effective programming, implementation, monitoring and reporting of all assigned Development projects/programmes by ensuring implementation of policies and practices. Various Programmes attributed will be on the small to medium scale range such as the Small Grant Funds and would therefore need to be managed with minimal supervision.</li> </ul> | <ul style="list-style-type: none"> <li>• There is effective monitoring and reporting on the performance of climate change projects/programmes in relation to key outcomes sought and time frames contained in agreements</li> <li>• Adherence to specific financing agreements is maintained through support and technical advice</li> <li>• Support quality verification of relevant documents is undertaken prior to sign off and submission to development partners</li> <li>• Periodic reports to relevant stakeholders are produced on the status of relevant development cooperation/projects</li> </ul>                        |
| <p><b>KRA 5:</b></p> <ul style="list-style-type: none"> <li>• Effective aid co-ordination between development partners, government authorities and implementing agencies to achieve Government Development outcomes.</li> </ul>  | <ul style="list-style-type: none"> <li>• Communication and information flows on development cooperation activities are maintained between relevant stakeholders</li> <li>• Policy, financing and procurement guidelines are provided to interested parties and other development partners in country</li> <li>• Research-based analysis is provided to DCD and other stakeholders to allow sound decision making</li> <li>• Coordination between climate change development partners ensuring alignment to government development priorities</li> <li>• Stakeholder meetings for development projects are well facilitated</li> </ul> |
| <p><b>KRA 6:</b></p> <ul style="list-style-type: none"> <li>• Adherence to Government financial procedures to ensure alignment of funds to outcomes, including procurement and contracting guidelines.</li> </ul>  | <ul style="list-style-type: none"> <li>• All climate change programme/project expenses are well documented and meet all procedural checks.</li> <li>• Commitments are sufficient to meet contract payments, and contract sums do not exceed financing ceilings</li> <li>• Implementing agencies/executing agencies comply with conditions included in Financing Agreements</li> <li>• Changes/extensions are formalised through addenda to contracts and Financing Agreements</li> </ul>  |

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| <p><b>KRA 7: Self-Management and Continuous Improvement</b></p> <ul style="list-style-type: none"> <li>• Demonstrate self-management and continuous improvement in own performance and personal development</li> </ul>   | <ul style="list-style-type: none"> <li>• Performance rating 'meets expectations'.</li> </ul>   |
| <p><b>KRA 8: NIE fiduciary responsibilities</b></p> <ul style="list-style-type: none"> <li>• Demonstrate knowledge on the different fiduciary responsibilities and standards for climate finance i.e. GCF, AF, GEF and adherence to the standards</li> </ul>                                     | <ul style="list-style-type: none"> <li>• Adherence to fiduciary standards of various climate finance donors, in particular GCF fiduciary standards for direct accreditation</li> <li>• Assisting Climate Change DPM in synergising international fiduciary standards with national government systems</li> <li>• Assisting Climate Change DPM in monitoring and evaluating Climate Change Programmes including</li> <li>• Assisting Programme Coordinators in drafting M&amp;E and Financial documents.</li> <li>• Assisting the ESS and Gender specialists in synergising GCF policies to national policies</li> <li>• Assisting Climate Change DPM in addressing gaps identified by GCF on areas to strengthen accreditation proposal</li> <li>• Assisting Climate Change DPM in developing project proposal documents with accredited NIEs/RIEs.</li> </ul> |
| <p><b>KRA 9: Climate Finance Country Programme Development</b></p> <ul style="list-style-type: none"> <li>• Effective co-ordination between climate change stakeholders - government authorities, implementing agencies, private sector, CSO's, NGO's to develop a Country Programme.</li> </ul> | <ul style="list-style-type: none"> <li>• Assisting Climate Change DPM and NDA office in Developing Country Programme</li> <li>• Assisting Climate Change DPM and NDA Office in facilitating stakeholder meetings and workshops related to the development of the country programme in particular the logistics in setting up the gatherings – media coverage, note taking, catering,</li> <li>• Assisting Climate Change DPM and NDA Office in developing communications material on the country programme</li> </ul>  |

## 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. Strong conceptual and analytical ability is required for supporting application of corresponding national policies.   |
| 2  | Coordinating priorities across division and programme specific deadlines and actively manage implementing agencies to achieve key programme outcomes within budget and to maintain timely reporting.   |
| 3  | Coordinating DCD climate change relations with civil society, private sector, national, local and international public actors and development partners.  |
| 4  | Effective support towards programming, implementation, monitoring and reporting of all assigned Development projects/programmes by ensuring implementation of policies and practices. Some Programmes attributed will be on the small to medium scale range such as the Small Grant Funds and would therefore need to be managed with minimal supervision. |
| 5  | Provide research and analytical skills when required on ODA climate change 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.  |

## AUTHORITY

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

|                    |  |
|--------------------|--|
| <b>Financial</b>   | Preparing payment vouchers, assisting Climate change DPM with ODA climate change programmes, and management of assigned ODA programme budgets which are of medium to small scale |
| <b>Staff</b>       | NA   |
| <b>Contractual</b> |  |

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

## 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"> <li>Tertiary qualifications (degree/bachelors) in International Studies or Development Management or Social Science or Economics, International/Inter-government Relations or Political Science or related fields</li> </ul> | <ul style="list-style-type: none"> <li>Master's or post graduate qualification in International Studies or Development Management or Social Science or Economics, International/Inter-government Relations or Political Science or related fields</li> </ul> |

## 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.

| <b>Essential:</b> (least number of years to be competent)   | <b>Desirable:</b> (target number of years you are looking for)   |
|---|--|
| <ul style="list-style-type: none"> <li>• At least 1 years' experience in an administration or coordination role</li> <li>• Conceptual and analytical ability;</li> <li>• Solid knowledge of core governmental policies, in relation to the Development field.</li> <li>• Capacity to analyze and apply policies to projects and assignments.</li> <li>• Team worker prepared</li> <li>• Good skills in statistical analysis of ODA projects;</li> </ul> | <ul style="list-style-type: none"> <li>• At least 3 years' experience in an administration or coordination role</li> <li>• Excellent oral and written communication skills;</li> <li>• Strong skills in the use of work processing, communications, financial spreadsheet and database management software;</li> </ul> |

## KEY SKILLS /ATTRIBUTES/JOB SPECIFIC COMPETENCIES

| <b>Level of ability required for the job</b> |  |
|--|--|
| <b>Expert</b>                                | Fully conversant with all applications of skill/knowledge in a range of environments/ would be recognised by others as expert in this skill/knowledge could be expected to train others in this skill.   |
| <b>Advanced</b>                              | 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.   |
| <b>Working</b>                               | Sufficient skill to apply in day to day operations in a fluctuating environment/ does not require supervision for routine tasks.<br>Computer literate<br>Strong communication and interpersonal skills (written and oral)<br>Event Management, News posts.<br>Financial and accounts management<br>Knowledge of governance and development issues in the Cook Islands and the region in general<br>Experience and knowledge of Official Development Assistance (ODA) |
| <b>Awareness</b>                             | Analytical, drafting and report writing skills<br>Programme/project management<br>Sound knowledge and understanding of the MFEM Act and the CI Financial Policies & Procedures<br>Limited understanding of skill and knowledge area.<br>Sufficient in order to perform basic tasks.  |

## 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