



Office of the Prime Minister
GOVERNMENT OF THE COOK ISLANDS

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POSITION SUMMARY

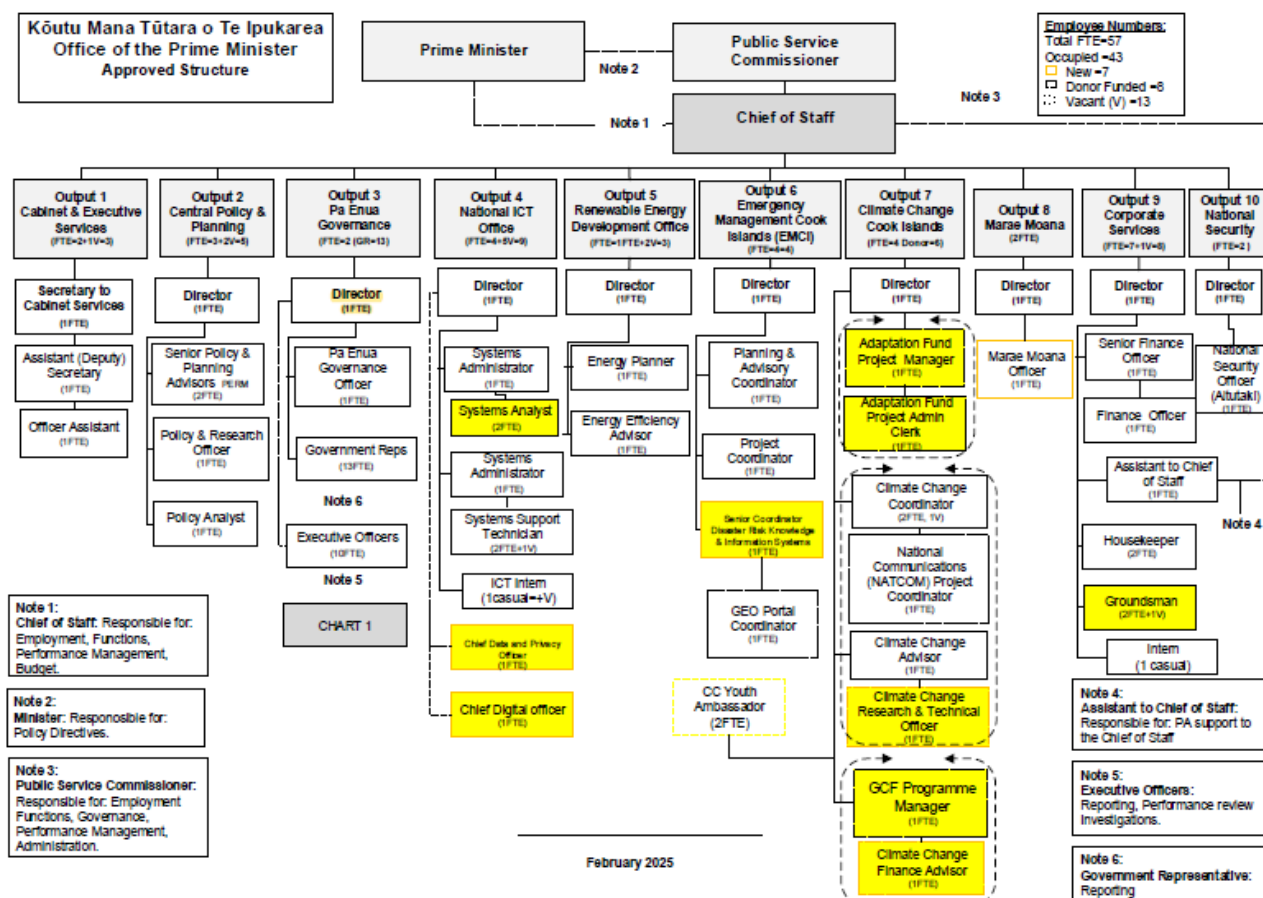
Job Title:	Director – Pa Enea Governance
Division:	Pa Enea Island Governance Division, Office of the Prime Minister
Responsible To:	Chief of Staff
Responsible For:	13 Government Representatives (GRs); 10 Island Government Executive Officers (EOs); and 1 Pa Enea Governance Officer, with oversight of the delivery and reporting requirements of Island Government services on the 10 islands covered by the Island Government Act 2012-13.
Job Purpose:	To lead, advise and support the recruitment of the 10 Island Government EOs, oversee the performance of the 13 Government Representatives, and lead the delivery of a work programme to improve and strengthen governance in the Pa Enea to deliver on Government's goals for improved service delivery, socio-economic development and local democracy in the these island communities.
Job Classification:	
Date updated:	February 2025

AGENCY VISION"

A confident, well-governed and resilient Cook Islands- Tūranga tūkatau, 'akatere'anga tau 'ē te mātūtū

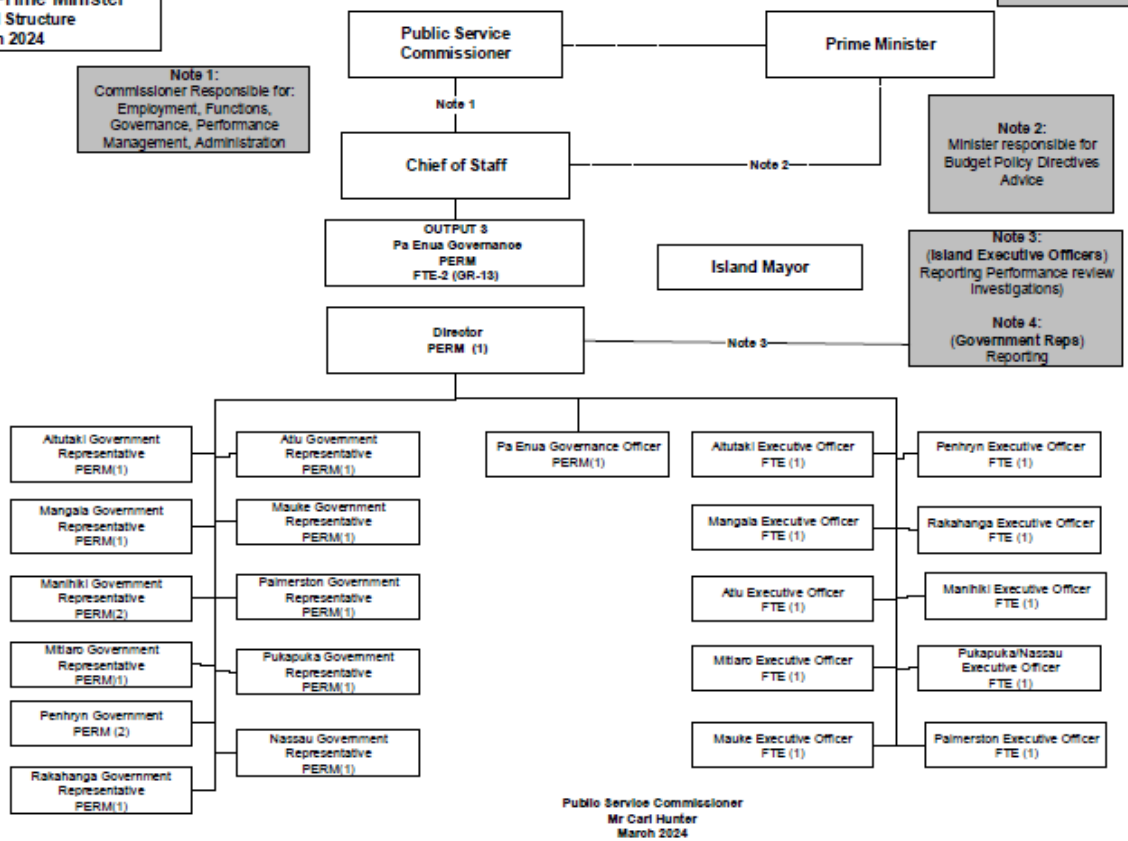
ORGANISATIONAL STAFFING STRUCTURE

1. Office of the Prime Minister - Kōutu Mana Tūtara o te Ipukarea



Kōutu Mana Tūtara o Te Ipukarea
Office of the Prime Minister
Approved Structure
March 2024

Chart 1



KEY RESULT AREAS (KRA'S)/OUTPUT

KRAs

1. Provide program oversight and leadership
2. Coordinate technical and policy advise and facilitate enabling mechanisms
3. Facilitate effective Risks Management,
4. Awareness, Advocacy and Communications
5. Networking, partnerships and collaboration

KRAs for this position (maximum of 6)	Key Performance Indicators (Jobholder is successful when :)
1. Provide program advice, oversight and leadership.in the delivery of IG services by the 10 Island Governments through; <ul style="list-style-type: none"> • Annual business plan consultations with 	Activities and programs achieves over 90 percent of the planned targets in terms of delivery/completion rate and timelines; <ul style="list-style-type: none"> • Effective contribution to Pa Enua budget
the IGs <ul style="list-style-type: none"> • Monitoring, Evaluating and Reporting on the performance of the IGs in the delivery of services and projects to their island communities • IG representations and advocacy in Government and NGO and Civil Society Organization forums. • IG staff management advice and support especially in resolving IG staffing issues 	development activities <ul style="list-style-type: none"> • All IGs compiles and completes their reports on time • Pa Enua issues are adequately deliberated on and considered in these forums • Staff issues are managed according to the policies of Government
2. Coordinate technical and policy advice to IGs as well as facilitating enabling environment and mechanisms critical to supporting IGs development objectives especially in; <ul style="list-style-type: none"> • Governance, capacity building and upskilling programs. • Local Economic Development (LED) Programs • Infrastructure, Waste and Assets Management programs. • Strategic Planning Responsibilities 	Well researched, relevant technical and enabling mechanisms are provided to support the effective delivery of IG services and responsibilities to the National Government and to the respective island communities <ul style="list-style-type: none"> • Capacity building activities are successfully implemented to meet the capacity and knowledge needs of the respective IGs • Provision of relevant LED advice, strategies and actions to generate local revenues through linkages to various national development opportunities • Technical challenges relating to Infrastructure, Waste Management and Assets Management are resolved effectively in a timely manner and opportunities are utilized to maximize beneficial impacts on the Pa Enua Communities. • Community Planning tools and arrangements are in place

<p>3. Effective Risks Reduction and Risk Management activities implemented especially for;</p> <ul style="list-style-type: none"> • Complaints raised against IGs • Development Programs • Disaster Risks and Management programs 	<p>All issues raised by the IG and other stakeholders are effectively investigated, managed and resolved including;</p> <ul style="list-style-type: none"> • Effective management of Complaints • Project risks and remedial actions are communicated effectively and in a timely manner to the IGs and stakeholders concerned. • Community Disaster Risk Management tools and working mechanisms are in place for all IGs
<p>4. Facilitate effective Awareness, Advocacy and Communications on ;</p> <ul style="list-style-type: none"> • Governances and roles of stakeholders • Service delivery policies • Government and IG Best practices 	<ul style="list-style-type: none"> • Information relating to governance, service redelivery, and project progress are disseminated to targeted audiences. • Lessons learnt and best practices are documented and taken on board and shared by the IGs and stakeholders in the delivery of their respective services.
<p>5. Networking, partnerships and collaboration with and between the ten Island Government as well as supporting entities;</p> <ul style="list-style-type: none"> • Working together with partners to achieve IG Community Development Plan outcomes • Act as conduit between National Government and IGs and between IGs and External stakeholders 	<p>Island Government, Ministries, Central agencies and Private sector are working effectively together as partners through the team approach to deliver the programs efficiently and effectively at the island levels.</p> <p>Improved situational awareness of project results and outcomes by donors agencies and stakeholders</p> <p>Parties work together to achieve agreed goals</p>

WORK COMPLEXITY

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

1	<p>What really stretches someone doing this job</p> <ul style="list-style-type: none"> • Capacity and sometimes willingness by the elected leaders – Mayors and Councilors to accept advice. • Exercising discernment to identify and navigate misinformation to suit individual personal agendas. • Managing Island Council expectations within volatile, uncertain, complex and ambiguous (VUCA) settings, including where political and private interests vary • Managing the expectations of different stakeholders simultaneously with limited human and financial resources allocated to the islands • Clarifying and building capabilities of stakeholders who may have diverse intentions, interests and traditional systems to ensure conducive working relationships
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2	The most difficult problems faced in the job <ul style="list-style-type: none"> Ensuring the EOs provide OPM with their Business Plan progress reports in a timely and compliant manner Ensuring all IG activities and reporting are consistent and compliant with Government financial and fiscal policies (CIGFPPM) Capacity to fund and resource the Financial and HRM and other projects in the Outer Islands Limited capacity and funding to sustain ongoing training program targeted for Outer Islands Governance. Coordination of and gaining support for the PELG from a wide range of supporting agencies both government and non-government agencies against a setting of budgetary constraints, especially when they have their own core services to deliver. Aligning the development priorities of each Pa Enua with the national government Clarifying jurisdiction parameters between Island Governments, systems and the National Government. Distance of the Outer Islands from Rarotonga and the lack of scheduled shipping services impact on the livelihood of the Island communities. Prioritizing infrastructure projects that should be undertaken by Infrastructure Cook Islands (ICI) and by each of the Pa Enua Island Government' Outward migration impacts that undermine the progress of projects and planned capacity development efforts. Climate Change will impact on the planned development priorities of the respective IGs .
3	The level of judgement the jobholder has to exercise <ul style="list-style-type: none"> Capacity to understand what is being delivered (absorptive capacity) to the Pa Enua stakeholders Demarcation of roles and responsibilities between leaders in the Pa Enua – roles between Mayors, MPs, GRs, EOs and Traditional leaders; Mayors and Councilors accepting their roles as prescribed in the IG Act 2012-13 – including their remuneration packages; Acceptance of jurisdiction parameters between Island Governments, systems and the National Government. Balancing multiple and different types of activities going on the island at the same time Navigating through different reporting systems Managing the needs of Agencies who require attention from the Island Government when they have programs on the island

AUTHORITY

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

Financial	<ul style="list-style-type: none"> Manages and has oversight of the Divisional budget and activities delivery; Can authorize payment voucher preparations; Can carry out negotiations for projects; Can seek and bid for funding opportunities for Pa Enua work programme activities
Staff	<ul style="list-style-type: none"> Conduct the advertisement and recruitment for Pa Enua Executive; Can conduct assessments and make recommendations on Island Government staff vacancies including Executive Officer (EO) or Line Manager if requested by EOs
Contractual	<ul style="list-style-type: none"> Can prepare and negotiate on work contracts for Pa Enua Government EOs; Can provide advice on contract development, and recommend contractors for delivery of projects;

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
Chief of Staff	High- Programs and Management	External - Ministries <ul style="list-style-type: none"> Office of the Public Service Commissioner Ministry of Finance and Economic Management Infrastructure Cook Islands Ministry of Health Ministry of Justice Ministry of Education Police Other government ministries National Emergency Management External - Island Government <ul style="list-style-type: none"> Pa Enua Elected local government officials Pa Enua Island Government Managers Government Representatives of Pa Enua Pa Enua communities External – Regional	<ul style="list-style-type: none"> Routine/consultation/ seeking advice, following up on activities Routine/Collaborations and Advice Routine/Collaborations Routine Routine Routine Routine Communications/Collaborations/routine Communications and reporting Routine Consultations/reporting Communications/ Fundraising
Other Directors of Office of the Prime Minister	Medium - Programs		
Technical Advisors	Medium- Programs		
		Organizations <ul style="list-style-type: none"> Commonwealth Local Government Forum (CLGF) Funding agencies Non-Government Organizations 	<ul style="list-style-type: none"> Communications and fundraising/ negotiations

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)
Bachelor's Degree in Management, Policy Development, Governance or in any other relevant areas	Post-graduate or Masters level qualification in Development Studies, Governance or Project Management

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 10 years' experience in a senior management position within Public Sector Previous experience and extensive knowledge in managing organizational change Excellent record of running and managing successful projects and/or organizations Passion for helping and finding solutions to issues faced by the Pa Enua Sound understanding of policy development with strong skills in researching, analyzing and writing policy; Good understanding of the MFEM Act, Public Service Act and other relevant legislations 	<ul style="list-style-type: none"> Fifteen years working in a Senior Government Management position Has thorough and sound knowledge and understanding of the current Pa Enua Local government systems and issues they face Experience in undertaking reforms, governance improvements and change management Has a high level of people interaction experience Proven experience in working successfully in the implementation of legislations Demonstrated leadership and experience in fund raising activities including the skills for development of funding proposals as well as the design and delivery of integrated work programme activities related to Pa Enua Governance and the monitoring and evaluation of organizational performance and resource management

KEY SKILLS /ATTRIBUTES/JOB SPECIFIC COMPETENCIES

Level of ability required for the job	
Expert	<ul style="list-style-type: none"> Strong management and leadership capabilities. Excellent communication skills, oral and written both in Cook Islands Maori and English Strong understanding of Cook Islands Government Policies and Financial Management systems, Sound understanding of the Island Government Management Framework how it is supposed to work. Familiar with the Island Government Act 2012-13 Open-minded and community development focused with passion for finding solution to emerging administration and operational issues Ability to analytically assess and manage risk and crisis in a collaborative approach with Pa Enua Community leaders Fund raising through having capacity to develop project proposal to fund Pa Enua development initiatives A person that is analytical, dynamic, challenging and goal oriented Project management, reporting, monitoring and evaluation Proven track record building relationships of trust and confidence with elected and senior officials.
Advanced	<ul style="list-style-type: none"> Strong understanding of traditional governance and values – (Traditional Governing Systems of Pukapuka, Mitiaro and Mangaia differs from other Outer Islands); Ability to bring innovative solutions to the delivery and support of Pa Enua Local Government outcomes. Business Plan development and advice

	<ul style="list-style-type: none"> ▪ Work programme planning, budgeting and implementation ▪ Self-motivated and self-disciplined
Working	<ul style="list-style-type: none"> ▪ Negotiation skills. ▪ Ability to plan strategically ▪ Flexible ▪ Strong interpersonal skills including advocacy, public speaking and presenting alongside an understanding of the different modes of communication necessary for effective working in the Pa Enea
Awareness	<ul style="list-style-type: none"> • Pa Enea way of life and ways of doing things is not the same • Things take time to happen in the islands • Sharing and exchanging things are part of doing business in the islands • Working 8am to 4 pm is not the same in the Pa Enea than on Rarotonga • Service are linked to telecommunications

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