



**Infrastructure Cook Islands
GOVERNMENT OF THE COOK ISLANDS**

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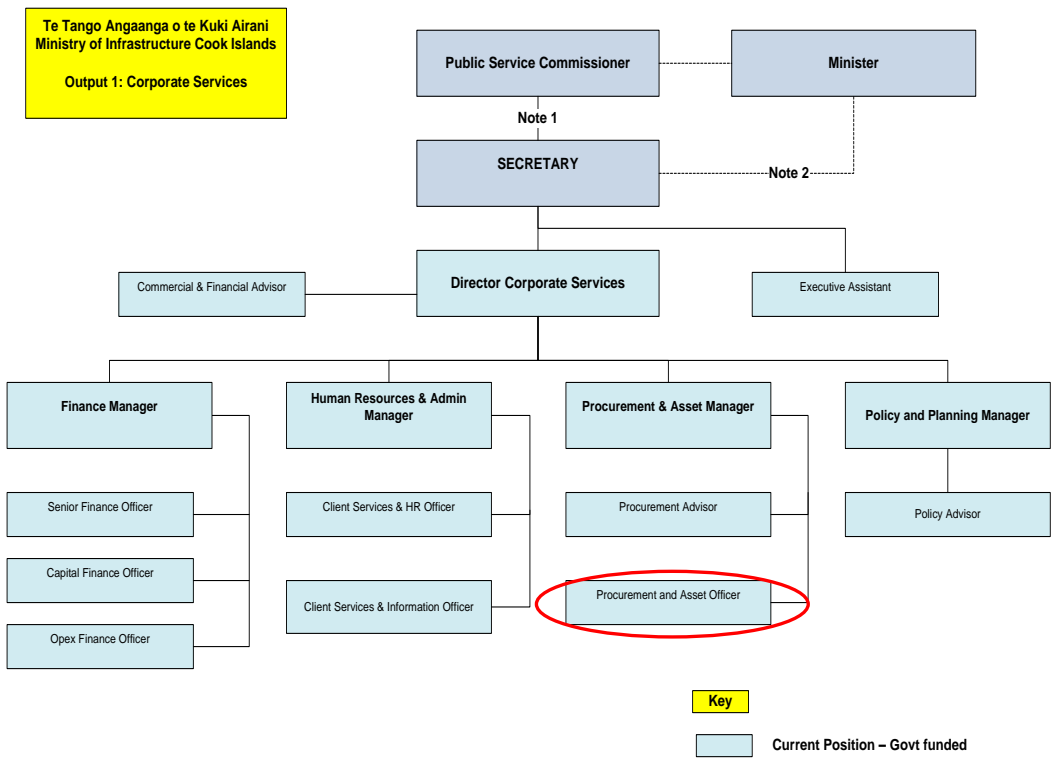
POSITION SUMMARY

Job Title:	Procurement and Asset Officer
Division:	Corporate Services
Responsible To:	Procurement and Asset Manager
Responsible For:	Nil
Job Purpose:	Assist in the application of procurement processes and ensure recording of all moveable assets for ICI. Assist with sourcing of quotes and the provision of procurement advice on ICI procurement plans. Assist in the implementation and review of ICI's organisational Procurement Policy.
Job Classification:	Governance
Job Band:	F
Date updated:	November 2018

AGENCY VISION

Infrastructures Cook Islands overarching vision is; **“Driving our Infrastructure for Better Quality of Life”**. Our mission is to **“Lead our Infrastructure development to grow the economy, improve livelihoods and build resilience”**.

ORGANISATIONAL STAFFING STRUCTURE



KEY RESULT AREAS (KRA'S)/OUTPUTS

KRAs for this position (maximum of 6)	Key Performance Indicators (use SMART principles)
KRA 1: Improving procurement and moveable asset management systems <ul style="list-style-type: none"> Transparent and accountable procurement policy within the Ministry Promote best practice within ICI at all times. 	<ul style="list-style-type: none"> ICI Procurement and Moveable Asset Management Policy complete
KRA 2: Effective and Infrastructure tailored procurement system <ul style="list-style-type: none"> Provide input into the annual update of procurement and process manuals Identify opportunities for improvement of documentation Assist with regular consultation with all staff on procurement systems Assist with the centralised procurement process for the Ministry 	<ul style="list-style-type: none"> Implementation of Infrastructure procurement systems complete Promoting procurement best practices Coordinated procurement process transparent and complete
KRA 3: Effective moveable asset management practices within ICI. <ul style="list-style-type: none"> Assist with ensuring transparent and accurate recording of asset movements 	<ul style="list-style-type: none"> Centralisation and control of stock and moveable complete Updating moveable asset register complete
KRA 4: Promote ICI's procurement processes and documentation to internal and external customers <ul style="list-style-type: none"> Document procurement processes Scope for the best possible deals and value for money 	<ul style="list-style-type: none"> Compliance with the Govt Financial Manual and ICI procurement policy
KRA 5: Tendering process for all ICI capital projects. <ul style="list-style-type: none"> Assist with tendering evaluations Assist with advocating for better tendering procedures 	<ul style="list-style-type: none"> Tender documentation is in line with the Govt Financial Manual Tendering process is executed in a timely manner
KRA 6: Stakeholder relationships with the Ministry. <ul style="list-style-type: none"> Assist with engagement and management of suppliers Assist with developing process documents Assist with developing service agreements with suppliers 	<ul style="list-style-type: none"> Engagement and best rates with suppliers are negotiated Service agreements with suppliers are complete in a timely manner
KRA 7: Procurement advice to ICI and Pa Enea Island Government <ul style="list-style-type: none"> Assist with providing procurement advice and support Assist with ensuring that PA Enea stakeholders adhere to the procurement processes set out by ICI 	<ul style="list-style-type: none"> Procurement requirements for ICI and Pa Enea Island Governments are carried out in within timeframes

WORK COMPLEXITY

Indicate most challenging problem solving duties typically undertaken (3-4 examples):	
1	Political interference
2	Emergency situation whereby a replacement part is required in the Pa Enea
3	Asset management challenging when prior records are inaccurate

AUTHORITY

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

Financial	No
Staff	No
Contractual	No

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
Procurement and Asset Manager	Heavy Working in partnership on the development of ICI's procurement policy and the asset management systems.	Politicians and Minister of ICI	Routine Provide updated report on all procurement projects in the Cook Islands
Director of corporate Services ICI Staff	Medium Gaining co-operation to comply with the procurement systems.	Stakeholders and interest groups Government Ministries Suppliers Service Contractors Pa Enea Island Government (IGs) and Island Councils	Advising and giving information relating to the status, progress of procurement projects Work closely with MFEM to ensure ICI's procurement systems are aligned with that of Govt Working with suppliers both locally and overseas Promote innovation and good practices Providing technical support and advice

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 Accounting, Business Studies or Policy Development	As per essential plus National Certificate in 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)
2-3 years' experience in moveable asset management and procurement processes.	5 years' experience in moveable asset management and procurement processes

KEY SKILLS /ATTRIBUTES/JOB SPECIFIC COMPETENCIES

Level of ability required for the job	
Expert	<p>Project Management. Competent in the area of infrastructure project monitoring. Competent in procurement for capital projects both ICI related and those belonging to the Island Admin offices, by playing an assisting role to drive them.</p> <p>Collaborating. Ability to collaborate effectively with IGs, Technical Advisers, contractors, suppliers and stakeholders to ensure support and timely delivery of projects.</p> <p>Quality and Accurate documentation. Ability to produce quality project related documentation (contracts and tender documents) that are required to complete the jobs and projects thoroughly. Ability to meet deadline in providing detailed report on stock movements, procurement processes that best suits our infrastructure nature of business. Has the ability to make recommendation on how we can best adhere with the relevant government policies.</p>
Advanced	<p>Adaptability. Able to understand issues on the outer islands and able to resolve these effectively within changing island circumstances at the same time adapt to the diverse workload within this sub division of Corporate whether its to assist with policy development or implementation and so on.</p> <p>Attention to detail. Ensure that processing of procurement documentations are accurate at all times to avoid further delays in the processing of financial templates.</p> <p>Decision making. Able to make timely escalation of issues to allow risks to be managed and for emerging issues to be dealt with on time.</p>
Working	<p>Computer skills. Able to use Microsoft office and emails for reporting purposes and for placement of orders.</p> <p>Financial Procedures and Procedures Manual. Familiar with the CIGOV-FPPM Procedure especially in the sourcing of quotations of supplies and tendering of services.</p>
Awareness	<p>Awareness of safety factors and office procedure and protocols. Must be fluent in written and spoken English and Cook Island Maori.</p>

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