



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

KRAs for this position (maximum of 6)	Key Performance Indicators (use SMART principles)
<b>KRA 1: Procurement Operations</b> <ul style="list-style-type: none"> <li>Meet and greet visitors to the Facility, answer phone</li> <li>Landfill tipping is recorded and invoiced for, payments followed up</li> <li>Ensure stock of fuel, oil and parts for plant and machinery is available</li> <li>Ensure staff are equipped with safety gear</li> <li>Record fuel, oil and parts usage</li> <li>Maintain stock levels of safety gear</li> <li>Prepares requisitions for equipment, material and supplies</li> <li>Assists in the drafting of large procurement documents eg. Requests for Quotes, Requests for Tenders</li> </ul>	<ul style="list-style-type: none"> <li>Enquiries are responded to, visitors are met</li> <li>Tipping fees are paid</li> <li>Fuel, oil and parts for plant and machinery is available at all times</li> <li>Records of fuel, oil and parts are current</li> <li>Records of safety gear is current</li> <li>Staff are equipped with safety gear at all times</li> <li>Equipment, materials and supplies are procured in a timely manner</li> </ul>
<b>KRA 3: Collection of disposal fees</b> <ul style="list-style-type: none"> <li>Record fees of disposal fees</li> <li>Payments are receipted in spreadsheet</li> <li>Record the quantity rubbish and recyclables on the database</li> <li>Record the volume of liquid wastes on database</li> </ul>	<ul style="list-style-type: none"> <li>Fees are charged for the disposal of liquid and solid wastes</li> <li>Weekly summary of payments received and receipted</li> <li>Quantities of rubbish &amp; recyclables are recorded on the database</li> <li>Liquid wastes are recorded on the database</li> </ul>
<b>KRA 4: Monitoring staff</b> <ul style="list-style-type: none"> <li>Assist with daily operations of the Waste facility</li> <li>Ensure time book is filled in</li> <li>Update leave applications onto ESS</li> </ul>	<ul style="list-style-type: none"> <li>Assisting with daily operations of the facility when required</li> <li>Time book is updated</li> <li>Leave applications are entered in ESS</li> </ul>

## WORK COMPLEXITY

<i>Indicate most challenging problem solving duties typically undertaken (3-4 examples):</i>	
1	Working daily in an environment that is conducive to odour, raw sewage, flies and hazardous wastes that poses health risks to workers
2	Having staff adequately and consistently dressed in appropriate health and safety gear
3	Enforcing hygiene standards and practices

## AUTHORITY

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

<b>Financial</b>	No
<b>Staff</b>	No
<b>Contractual</b>	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
Director	<b>Light</b> Supplying data and reporting issues	Community	<b>Promoting</b> Consultations Complaints
RWF Manager	<b>Heavy</b> Supplying data and reporting issues, providing advice		<b>Promoting</b> Consultations
RWF Programme Coordinator	<b>Heavy</b> Supplying data and reporting issues		
ICI staff	<b>Medium</b> Procurement Data		

## 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.

<b>Essential:</b> (least qualification to be competent)	<b>Desirable:</b> (other qualifications for job)
National Certificate Level 3 in Administration or related field.	Diploma level qualification in Administration, Management and related field

## 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)
2-3 years administrative experience	A minimum of 5 years technical experience in infrastructure

## KEY SKILLS /ATTRIBUTES/JOB SPECIFIC COMPETENCIES

Level of ability required for the job	
<b>Expert</b>	<ul style="list-style-type: none"> <li>Implements strategies that respond to agency priorities</li> <li>Sets clear expectations, monitors and evaluates performance</li> <li>Communicates with clarity and vision, actively listens to others and responds with respect</li> <li>Takes ownership and acknowledges impact and outcomes of decisions</li> <li>Ability to deal with ambiguity and complexity in the role</li> </ul>
<b>Advanced</b>	<ul style="list-style-type: none"> <li>Informed analysis and thorough understanding of public sector challenges</li> <li>Sets challenging goals for self, reviews performance and adapts as required</li> </ul>

	<ul style="list-style-type: none"> <li>• Makes decisions and takes action at the opportune time</li> <li>• Models dedication to high performance and ethical behaviour</li> <li>• Models commitment to community-focused service and public interest</li> <li>• Builds and nurtures effective and collaborative networks and relationships to solve issues and develop better processes and approaches to work</li> </ul>
<b>Working</b>	<ul style="list-style-type: none"> <li>• Able to think on one's feet and has a sound sense of judgement</li> <li>• Identifies opportunities for innovation and improvement</li> <li>• Proven ability in collating factual information and producing reports</li> <li>• Proven reliability and accountability</li> <li>• Ability to work both independently and cooperatively</li> <li>• Sound judgement, integrity and an ability to handle confidential and sensitive information</li> <li>• High levels of initiative and creativity</li> <li>• High level of accuracy</li> </ul>
<b>Awareness</b>	<ul style="list-style-type: none"> <li>• Recognises the boundaries between governance and management and acts accordingly</li> <li>• Applies understanding of the unique and special nature of the Cook Islands to decisions and actions</li> </ul>

#### 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