

Infrastructure Cook Islands GOVERNMENT OF THE COOK ISLANDS

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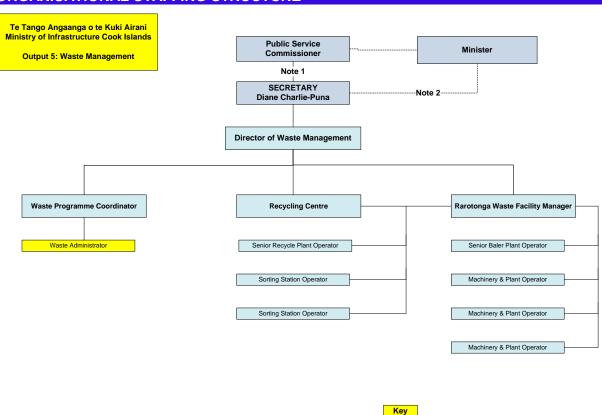
POSITION SUMMARY

Job Title:	Waste Administrator	
Division:	Waste Management	
Responsible To:	Waste Programme Coordinator	
Responsible For:	No Staff	
Job Purpose:	To monitor and administer all waste and sewage disposal at the landfill and sewage plant during working days	
Job Classification:	Service Delivery	
Job Band:		
Salary Range:		
Date updated:	August 2019	

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



Current Position - Govt Funded

KEY RESULT AREAS (KRA'S)/OUTPUTS		
KRAs for this position (maximum of 6)	Key Performance Indicators (use SMART principles)	
 KRA 1: Procurement Operations Meet and greet visitors to the Facility, answer phone Landfill tipping is recorded and invoiced for, payments followed up Ensure stock of fuel, oil and parts for plant and machinery is available Ensure staff are equipped with safety gear Record fuel, oi and parts usage Maintain stock levels of safety gear Prepares requisitions for equipment, material and supplies Assists in the drafting of large procurement documents eg. Requests for Quotes, Requests for Tenders 	 Enquiries are responded to, visitors are met Tipping fees are paid Fuel, oil and parts for plant and machinery is available at all times Records of fuel, oil and parts are current Records of safety gear is current Staff are equipped with safety gear at all times Equipment, materials and supplies are procured in a timely manner 	
 KRA 3: Collection of disposal fees Record fees of disposal fees Payments are receipted in spreadsheet Record the quantity rubbish and recyclables on the database Record the volume of liquid wastes on database 	 Fees are charged for the disposal of liquid and solid wastes Weekly summary of payments received and receipted Quantities of rubbish & recyclables are recorded on the database Liquid wastes are recorded on the database 	

WORK COMPLEXITY

on database
KRA 4: Monitoring staff

Waste facility

• Assist with daily operations of the

Ensure time book is filled in

Update leave applications onto ESS

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

when required

Time book is updated

Assisting with daily operations of the facility

Leave applications are entered in ESS

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
Director	Light Supplying data and	Community	Promoting Consultations Complaints
RWF Manager	reporting issues Heavy Supplying data and reporting issues, providing advice		Promoting Consultations
RWF Programme Coordinator	Heavy Supplying data and reporting issues		
ICI staff	Medium 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.

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

Essential: (least number of years to be competent)	Desirable: (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	
Expert	 Implements strategies that respond to agency priorities Sets clear expectations, monitors and evaluates performance Communicates with clarity and vision, actively listens to others and responds with respect Takes ownership and acknowledges impact and outcomes of decisions Ability to deal with ambiguity and complexity in the role
Advanced	 Informed analysis and thorough understanding of public sector challenges Sets challenging goals for self, reviews performance and adapts as required

	 Makes decisions and takes action at the opportune time Models dedication to high performance and ethical behaviour Models commitment to community-focused service and public interest Builds and nurtures effective and collaborative networks and relationships to solve issues and develop better processes and approaches to work
Working	 Able to think on one's feet and has a sound sense of judgement Identifies opportunities for innovation and improvement Proven ability in collating factual information and producing reports Proven reliability and accountability Ability to work both independently and cooperatively Sound judgement, integrity and an ability to handle confidential and sensitive information High levels of initiative and creativity High level of accuracy
Awareness	 Recognises the boundaries between governance and management and acts accordingly Applies understanding of the unique and special nature of the Cook Islands to decisions and actions

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	