



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

KRAs for this position (maximum of 6)	Key Performance Indicators (use SMART principles)
<b>KRA 1: Planning</b> <ul style="list-style-type: none"> <li>Develop, review and implement the Waste Management Strategy including new policies and procedures for the Cook Islands.</li> <li>Develop, review and implement the Waste Facility Management Plan including new procedures</li> <li>Provide progress update of work in the waste sector</li> <li>Address any high level work programme/project issues or challenges</li> <li>Inform other divisional heads of cross-cutting issues that may impact on work programmes</li> <li>Keep informed of current trends and technology in areas of waste and applies to assigned functional area of responsibility</li> </ul>	<ul style="list-style-type: none"> <li>Goals, objectives, policies and procedures are developed and implemented</li> <li>Informed Secretary to drive and support work in the sector at the Ministerial/HOM level</li> <li>Informed divisional heads to alleviate any potential cross cutting issues, request assistance, share and delegate resources to eliminate risk delays to programmes</li> </ul>
<b>KRA 2: Reporting &amp; Monitoring</b> <ul style="list-style-type: none"> <li>Lead and coordinate the Waste Management division's planning, people development, financial, information and risk management reports</li> <li>Oversee the Review, preparation and approval requisitions for necessary equipment, material and supplies</li> <li>Oversee the preparation of equipment and bid specification documents</li> <li>Oversee the completion and the maintaining of records and reports including work reports and cost records</li> <li>Forecast and prepare high level budget estimates for programmes/projects within the waste sector</li> <li>Prepare six monthly and annual divisional reports</li> </ul>	<ul style="list-style-type: none"> <li>All reporting obligations adhered to in a timely manner and according to required standards stipulated by legislations and policies</li> <li>Tender documents that adhere to all government procurement policies and procedures are prepared</li> <li>Six (6) monthly and annual reports are prepared</li> <li>Budget estimates are prepared in a timely manner</li> </ul>
<b>KRA 3: Current trends and technology</b> <ul style="list-style-type: none"> <li>Monitor maintenance, repair and capital improvement budgets of project sites to evaluate work progress, process and quality</li> <li>Research new technologies for the sector with emphasis on custom tailored systems, equipment and materials that work and is sustainable in developing island countries in the region</li> <li>Participate in regular meetings with MFEM/DCD and Infrastructure Committee (IC) to guide resource allocation to projects within the sector</li> </ul>	<ul style="list-style-type: none"> <li>Establishes tolerance levels and effectively manages risks</li> <li>Awareness and timely adoption of operational and technology improvements</li> <li>Meetings are attended</li> </ul>
<b>KRA 4: Leadership &amp; Management</b> <ul style="list-style-type: none"> <li>Plan, direct, coordinate, supervise and review the work of the Waste Facility Manager, Administrator and Programme Coordinator</li> <li>Train, instruct, motivate and review the performance of Managers and staff</li> <li>Resolve work problems, determine additional needs and assure continuous support and follow-up</li> <li>Direct and oversee compliance to MoH, NES requirements including environment or sanitation</li> </ul>	<ul style="list-style-type: none"> <li>Routine weekly meetings with RWF Manager and Programme Coordinator</li> <li>Evaluate staff performance and prepare performance evaluation reports in a timely manner</li> <li>Complies with regulatory and reliability requirements, consistent with customer,</li> </ul>

permits and other regulatory requirements as directed <ul style="list-style-type: none"> <li>Lead, supervise and delegate responsibilities for all official visits to the Waste Facility</li> </ul>	public health and ecological needs <ul style="list-style-type: none"> <li>Actively involves stakeholders in the decisions that will affect them</li> </ul>
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## WORK COMPLEXITY

1	Direct, oversee and progress implementation of the Solid Waste Management Strategy in line with ICI Strategic Plan and the NSDP.
2	Direct, oversee and participate in the development of the Waste Management Division's work plan; assign work activities, projects and programmes; monitor work flow; review and evaluate work products, methods and procedures.
3	Prepare the Waste Divisions budget and assist in budget implementation; participate in the forecast of additional funds needed for staffing, equipment, materials and supplies; administer the approved budget.
4	Direct and oversee waste delivery capital improvement programmes/projects relative to scope, complexity and cost implications, including review of significant issues with donor partners, developers, private sector and other stakeholders in the sector.
5	Represent the Division and Ministry to outside agencies and organisations; participate in outside community and professional groups and committees; provide technical assistance, as necessary.

## AUTHORITY

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

<b>Financial</b>	Financial authority to commit the Ministry to expenses up to \$1000 operational expenditure and up to \$3000 Capital expenditure
<b>Staff</b>	Yes
<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
ICI Secretary and Heads of Divisions	<b>Heavy</b> Provide information and support	Politicians and Minister of ICI	<b>Promoting</b> Provide information and guidance on programme/project developments
Waste Facility Manager	Oversee and manage overall operations	Government Agencies Private Sector	Collaborate with MFEM and DCD and private sector on funding Collaborate with private sector waste managers to achieve objectives
Programme Coordinator	Oversee and manage overall tasks		
Administrator	<b>Light</b> Supplying data and reporting issues	Other Stakeholders and NGO's	<b>Routine</b> Guidance Provide updates and promote awareness
Waste Management staff	<b>Medium</b> Updates	Media Schools	
ICI staff	Light Procurement Data		

## QUALIFICATIONS (OR EQUIVALENT LEVEL OF LEARNING)

### Qualification

Level of education required to perform the functions required 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)
Bachelor's Degree in Business Management	Formal education may be waived if there is demonstrated management experience of at least 10 years' experience

## EXPERIENCE

The length of practical experience and nature of specialist 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)
9-10years' experience in management role	10-11 years' experience of managing and implementing technical programmes for a public or infrastructure utility/agency

## KEY SKILLS /ATTRIBUTES/JOB SPECIFIC COMPETENCIES

<b>Level of ability required for the job</b>	
<b>Expert</b>	<ul style="list-style-type: none"> <li>• Implements strategies that respond to the sectors priorities</li> <li>• Sets clear expectations, monitors and evaluates performance</li> <li>• Communicates with clarity and vision</li> <li>• Takes ownership and acknowledges impact and outcomes of decisions</li> <li>• Strong financial, administrative, planning and management skills</li> </ul>
<b>Advanced</b>	<ul style="list-style-type: none"> <li>• Strong analytical skills and thorough understanding of government priorities and challenges</li> <li>• Understands the importance of strategic and project planning and the coordination of people and resources</li> </ul>
<b>Working</b>	<ul style="list-style-type: none"> <li>• Highly developed written and oral communication skills, preferably in both English and Cook Islands Maori</li> <li>• Engages employees to gather ideas and provide input</li> <li>• Plans and strategises to achieve targets and adapts to changing circumstances</li> <li>• Able to think laterally and exercise sound judgement</li> <li>• Identifies opportunities for innovation and improvement</li> <li>• Able to manage limited resources</li> <li>• Able to handle confidential and sensitive information</li> <li>• High level of accuracy, initiative, creativity and accountability</li> <li>• Knowledge of financial, planning, policy, budgetary processes and reporting</li> <li>• Proficient use of Microsoft office programmes</li> </ul>
<b>Awareness</b>	<ul style="list-style-type: none"> <li>• Social, Economic Political and Public issues associated with infrastructure and waste in the Cook Islands</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:

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HoM/Manager

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Date

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Employee

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Date