



MINISTRY OF TRANSPORT

TE MANA TUMOTU O TE KUKI AIRANI

PO Box 61, Rarotonga, Cook Islands
Tel: (682) 28810, Website: <http://www.transport.gov.ck>

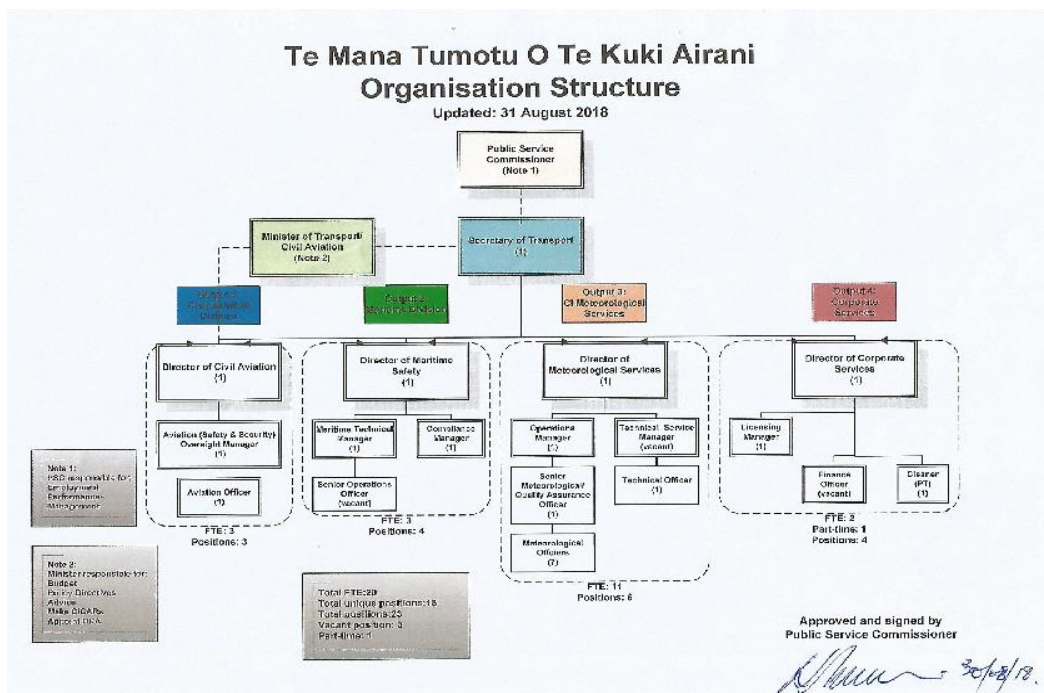
JOB DESCRIPTION

Job Title:	Administration Support Officer (New Position)
Division:	Corporate Division
Responsible To:	Director of Corporate Services
Responsible For:	None
Job Purpose:	Provide personalized secretarial and administrative support for the Head of Ministry and the Divisions within the Ministry of Transport in a well-organized and timely manner
Job Classification: Job Band: Job Wise Level:	Service Delivery, Corporate Support , Governance F S6
Date updated:	05/02/2019

AGENCY VISION

“SAFE AND SECURE MANAGEMENT OF OUR LAND, SEA AND AIR ENVIRONMENT”. The Ministry of Transport is committed to ensuring the safe and secure operation of all aircrafts, vessels, weather reporting activities and administration regardless of size, nature of operation and location in, surrounding, and above the Cook Islands. This includes a safe and secure environment.

ORGANISATIONAL STAFFING STRUCTURE



KEY RESULT AREAS (KRA'S)/OUTPUTS

KRAs for this position (maximum of 6)	Key Performance Indicators (use SMART principles)
<p>KRA 1: Secretariat and Administration</p> <ul style="list-style-type: none"> • Ensure secretarial service for the HOM at all meetings are managed effectively and efficiently. • Ensure administration and filing service for the HOM is addressed and managed effectively and efficiently • Prepare HoM's timesheets • Recording and distributing of HoM's and staff meetings • Save and file cabinet minutes • All correspondence are scanned and saved electronically 	<ul style="list-style-type: none"> • Number of HOMs and secretariat meetings recorded including travel schedules. • Updates administration and database filing records of the HOM is provided on a monthly basis. • HoM's timesheet is submitted in a timely manner • HoM's & staff meeting is recorded and distributed in a timely manner • Cabinet minutes are kept up to date • E-files are complete with all correspondence
<p>KRA 2: Staff Leave Management</p> <ul style="list-style-type: none"> • Ensure all staff leaves are recorded online, in timebooks and leave application forms • Provide leave updates on a monthly basis to Executive Management team • Follow up all leave plans from ministry staff on an annual basis 	<ul style="list-style-type: none"> • Records of staff leave is kept up to date and reconciled with MFEM records on a monthly basis • Executive Management team is provided with leave updates for planning purposes • Whole of ministry staff leave plan illustrated as per calendar year
<p>KRA 3: Accounts administration and support</p> <ul style="list-style-type: none"> • Perform daily banking • Prepare payment vouchers for all office expenses • Organise all staff travel bookings in a timely manner • Responsible for staff travel recording and filing • Responsible for the effective and efficient administration of the Ministry of Transport e-library 	<ul style="list-style-type: none"> • Daily banking is performed as per MFEM Financial Policies and procedures • Proper payment procedures is adhered to as per MFEM Financial policies and procedures • Staff travel bookings provided in an efficient and timely manner • Staff travel data is recorded and kept up to date • All documents are scanned and stored electronically in respective output folder • Requests for information is documented

<ul style="list-style-type: none"> • Advise appropriate staff of request per output and as per website for immediate response 	<p>and communicated within specified time frame</p>
<p>KRA 4: Other duties as required</p> <ul style="list-style-type: none"> • Facilitate requests for divisional workshops, training and meetings on behalf of Secretary and Directors • Act as liaison officer with visitors/auditors and VIP's to the ministry in regards to transportation activities • Assist Civil Aviation Authority (CAA) Cook Islands (Cooks) as required with civil aviation activities especially with ICAO compliance activities • Represent the ministry and assist the Minister's support office with transport activities • Monitor and advise ministry staff of request via info.mot@cookislands.gov.ck • Administer and monitor transport website www.transport.gov.ck and advise ministry staff accordingly 	<ul style="list-style-type: none"> • Preparation of venue and events fully equipped and ready for delivery • Service delivered at a professional level and acceptable to visitors • Utilize experience from CAA Cooks to assist in the improvement of CKI Effective Implementation score • Provision of exceptional service to ministry and Minister's support office • Staff are informed of request for information • Transport website is updated

WORK COMPLEXITY

Indicate most challenging problem solving duties typically undertaken (3-4 examples):	
1	High level of discretion and trustworthiness, you will be exposed to confidential information that shall be maintained
2	Flexibility and adaptability
3	Good oral and written communication skills
4	Organisational skills and the ability to multitask
5	The ability to be proactive and take the initiative
6	Ensuring agency finance personnel understands and conduct financial operations in accordance with the Cook Islands Government Financial Procedures and processes Manual (CIGFPPM)

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
Secretary/HOM	Heavy: Receive Instructions and advice. Provide information for HoM	Office of the Minister of Civil Aviation and Transport, Minister responsible for shipping	Medium: Receiving and providing information
Director of Corporate	Heavy: Receive instructions and advice. Provide information as per KRA's	Government Departments:	Medium: Answering queries and providing information, reporting, influencing
Director of Civil Aviation	Light: provide assistance and information on relevant issues as delegated	MFEM, Audit, Banks,	Medium: Receiving and providing information
Executive Management team	Medium: report/provide monthly updates & seek guidance	General Public	Light: information sharing, advisory
Other Staff and Divisions	Medium: provide assistance and information on relevant issues as delegated		

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 Diploma in Public Sector Management or Project Management, Certificate in Accounting	Bachelor Degree in Public Sector 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)
<p>At least 6 years work experience as secretariat, Good knowledge of government protocol logistics. At least 5 years work experience at a Senior Level.</p>	<p>At least 8 years work experience in Government and at a Senior Management Level.</p>

KEY SKILLS /ATTRIBUTES/JOB SPECIFIC COMPETENCIES

Level of ability required for the job	
Expert	<ul style="list-style-type: none"> Expert level of knowledge and application of the Ministry of Transport Procedures and processes. Expert Knowledge in Secretariat Services Expert knowledge in Database Managements and record filing
Advanced	<ul style="list-style-type: none"> Advanced knowledge in Finance, Administration and Secretariat Services Advanced knowledge in Customer Service management Excellent IT skills.
Working	<ul style="list-style-type: none"> Working knowledge of the Secretariat and Administration of Ministry of Transport
Awareness	<ul style="list-style-type: none"> Ministry of Transport's working relationships with other Stakeholders both internal and external Working relationships with government protocol services Strong communication plan

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/Director

Date

Employee

Date