



**MINISTRY OF EDUCATION
GOVERNMENT OF THE COOK ISLANDS**

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POSITION SUMMARY

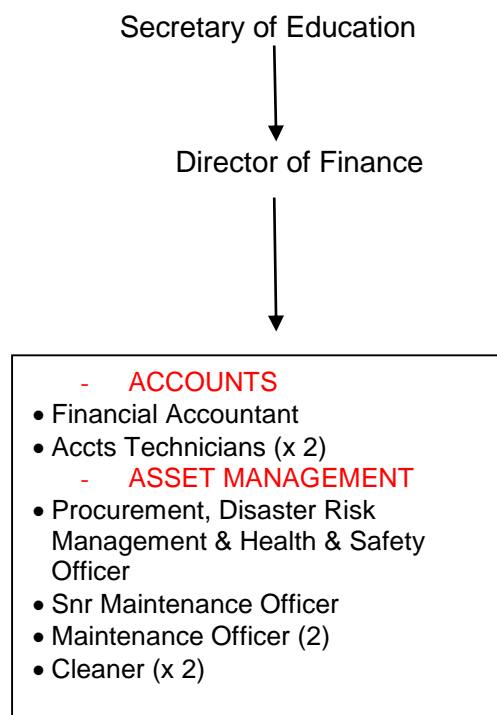
Job Title:	Senior Maintenance Officer
Division:	Finance Division
Responsible To:	Director of Finance
Responsible For:	Nil
Job Purpose:	To ensure the responsible control and management of financial and capital resources.
Remuneration	Band D: 16,0901 – 19,944 – 22,986
Date updated:	May 2015

AGENCY VISION

The Ministry of Education values the unique nature of the Cook Islands. We contribute to the effective governance of our country and are recognised as leaders in education throughout the region.

The Ministry of Education provides a dynamic and professional environment which promotes and supports life-long learning through the provision of quality services.

ORGANISATIONAL STAFFING STRUCTURE



KEY RESULT AREAS (KRA'S)/OUTPUTS

(Sleeted from key tasks and expected outcomes)

KRAs for this position (maximum of 6)	Key Performance Indicators (use SMART principles)
<p>KRA 1: To monitor the use of financial and teaching resources by schools to ensure learning outcomes for students are maximised.</p> <p>Key Task</p> <ol style="list-style-type: none"> 1. Assist funding project procurement, assemble and delivery of all school resources 2. Assist in quarterly, annual asset and inventory stock-take. 3. Assist in clearance, uplift, freight of goods and services to schools via airport or wharf 	<ul style="list-style-type: none"> • All new fixed assets tagged • Regular Quotes and tender documents recorded and filed for refurbishment work • Annual stock-take of inventory and fixed assets • Annual Write off or disposal register for fixed assets and inventory up to date • Quarterly reconcile school assets against fixed asset master register • Regular evaluation of ministry and school assets • Regular evaluation of ministry and school disaster management resources
<p>KRA 2: To provide ongoing maintenance support for schools and assist in the procurement of inventory and capital assets.</p> <p>Key Task</p> <ol style="list-style-type: none"> 1. Assist in conducting warrant of fitness inspections of Rarotonga and Pa Enua school buildings 2. Assist prepare work plans, costing and procure materials for school maintenance repairs in conjunction with school principal 3. Assist the office vehicle maintenance and ground equipment maintenance 4. Other duties as assigned by the Director or Procurement, Health and Safety Officer 	<ul style="list-style-type: none"> • Annual warrant of fitness of school properties • Register of major refurbishment programme for school infrastructure in conjunction with CIIC ▪ Confirmation report from Principals of any refurbishment programmes completed by CIIC, PTA or community suppliers
<p>KRA 3: Professional Conduct</p> <ol style="list-style-type: none"> 1. Demonstrate professional conduct as expected by an employee of the Cook Islands Public Service 2. Participate fully and effectively in the performance management system 	<ul style="list-style-type: none"> • The Public Service is not brought into disrepute by inappropriate teacher performance and/or behaviour • Performance is reviewed annually and development opportunities provided to enhance effectiveness

WORK COMPLEXITY

(Selected from key accountabilities)

Indicate most challenging problem solving duties typically undertaken (3-4 examples):	
1	Managing multiple tasks in terms of specialized trade work efficiency
2	Managing and compliance to infrastructure standards
3	Asset and Inventory Management
4	Assistant in writing infrastructure strategies for multiple year business plan
5	Providing initiatives to streamline specialized trade work efficiency and productivity of staff

AUTHORITY

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

Financial	No authority (Cost projects, maintain equipment inventory)
Staff	No authority
Contractual	No authority

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 & other Finance staff	MOE cleaning and maintenance support, team work and other matters as required (Heavy)	Local and overseas suppliers	As specific to the needs of the Division including health and safety maintenance and other matters as required (Minimal)
Other Divisions	MOE cleaning and maintenance support & other matters as required (Medium)	Other Public Sector agencies, SOEs	Maintenance other matters as required (Minimal)
Principals and school SMT	School maintenance support & other matters as required (Light)		

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.

(Selected from Knowledge and Experience)

Essential: (least qualification to be competent)	Desirable: (other qualifications for job)
<ul style="list-style-type: none"> Trade or journeyman qualifications as a carpenter, electrician, plumber, fitter or mechanic 	<ul style="list-style-type: none"> Accredited Tradesman

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 to 3 years of practical experience Requires a willingness to work a flexible schedule	A knowledge asset management would be advantageous

KEY SKILLS /ATTRIBUTES/JOB SPECIFIC COMPETENCIES

(Selected from Skills and Behaviour)

Level of ability required for the job	
Expert	<ul style="list-style-type: none"> Can work unsupervised Excellent communication skills Basic understanding of Asset Management principles
Advanced	<ul style="list-style-type: none"> Future Oriented and Visionary Shows initiative
Working	<ul style="list-style-type: none"> good understanding and skills in Trade Skills
Awareness	<ul style="list-style-type: none"> Strong work ethics and multiple trade skills

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