



THE COOK ISLANDS GAZETTE

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VACANCY

PURSUANT to section 18 of the Legislative Service Act, I, **TANGATA VAINERERE**,
Clerk of Parliament, **HEREBY GIVE NOTICE** that the following full-time permanent position in the
Parliamentary Services is vacant:

Position:	Deputy Clerk
Department:	Constitutional Functions
Responsible to:	Clerk of Parliament
Responsible for:	9 full-time staff and 6 part-time staff
Job Purpose:	1. To assist the Clerk in his duties and provide effective leadership to Parliament's Constitutional Functions Department.
Remuneration:	PSC Salary Band K: \$47,732 (minimum) to \$64,915 (maximum)

Written applications are invited from suitably qualified candidates for this permanent position.
Current CV must accompany the application letter and three referees are required.

For copies of the Job Description and the Parliamentary Services Strategic Plan 2021-2025, please
contact:

Mrs Sarah Takairangi

Senior Administration Officer

Email: sarah.takairangi@cookislands.gov.ck

Office telephone 26-500 (Ext 21).

Applications close at 4.00 pm on Friday 3rd June 2022. Late applications will not be considered.

DATED at Rarotonga this 5th day of May 2022.



Tangata Vainerere
CLERK OF PARLIAMENT



PARLIAMENT OF THE COOK ISLANDS
GOVERNMENT OF THE COOK ISLANDS

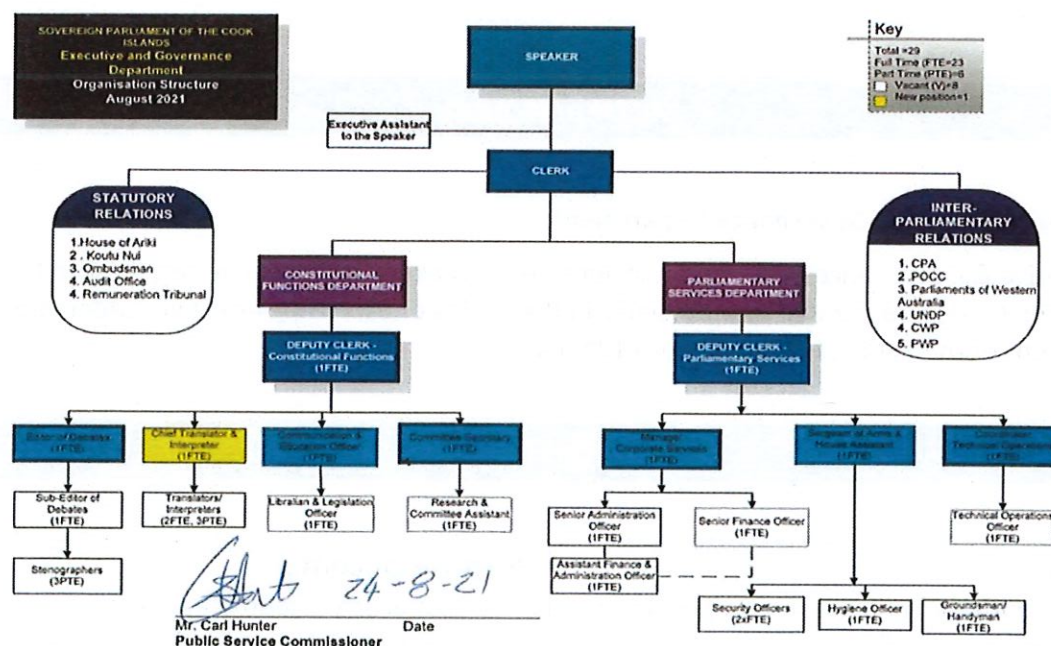
PO Box 13 Rarotonga Cook Islands Phone (682) 26500 Fax (682) 21260 www.parliament.gov.ck

Job Description

My Position

Position: Deputy Clerk [Constitutional Functions]
Department: Executive & Governance
Responsible to: Clerk of Parliament
Responsible for: 9 full-time and 6 part-time staff
Job Purpose: To assist the Clerk in his duties and provide effective leadership to Parliament's Constitutional Functions Department.
Remuneration: PSC Salary Band K: \$47,732 (minimum) to \$64,915 (maximum)

Our Parliament



Our Vision

Our Vision: A transparently modern, inclusive and efficient parliament.

Our Mission

Our Mission: A parliament that effectively, efficiently and transparently represents the people of the Cook Islands, legislates and scrutinizes the Executive; and enables the People of the Cook Islands to observe and participate in the country's governance and development process.

Our Core Values

Our Core Values: A competent team of professional staff proficiently engaged in the efficient delivery of support services to members of Parliament based on the core values of:

Cooperation We support others to achieve excellence. We promote teamwork and share responsibility.

Encouragement We value individual contributions. We recognise a job well done. We are recognised and rewarded for what we do.

Fairness and consistency We make decisions in a fair & equitable way. We respect individual views.

Honesty and trust We act ethically with transparency. We act with integrity.

Professionalism We aim to achieve excellence. We take pride in delivering our services.

Respect We respect each other. We treat people as we want to be treated.

My Department

Role of the Executive & Governance Department

The Executive & Governance Department includes the Speaker, the Executive Assistant to the Speaker, the Clerk, and the two Deputy Clerks in their roles of exercising effective leadership and management of the Parliament of the Cook Islands.

My Key Relationships

External	Purpose of contact
<ul style="list-style-type: none">▪ Ombudsman and Deputy Ombudsman▪ Director of Audit	<ul style="list-style-type: none">▪ Courtesy briefings and updates▪ Giving and receiving information

<ul style="list-style-type: none"> ▪ Chairman of the Remuneration Tribunal ▪ Heads of Ministries and SOEs ▪ General public ▪ Cook Islands National Council of Women ▪ Cook Islands National Youth Council 	<ul style="list-style-type: none"> ▪ Research ▪ Facilitating activities e.g. <ul style="list-style-type: none"> ○ National Youth Parliament ○ National Women's Parliament ○ Students Parliament Tours ○ Youth Group Parliament Tours
Internal <ul style="list-style-type: none"> ▪ Speaker of Parliament ▪ Clerk of Parliament ▪ Deputy Clerk (Parliamentary Services) ▪ Members of Parliament ▪ Executive Assistant to the Speaker ▪ Parliament Staff 	<ul style="list-style-type: none"> ▪ Courtesy briefings ▪ Developing strategies ▪ Reporting on activities ▪ Facilitating the needs of MPs ▪ Collaborative and joint initiatives ▪ Monitoring progress and performance

My Key Result Areas

My Priorities	
<i>What am I supposed to do?</i>	<i>How well am I supposed to do it?</i>
KRA 1: Executive Leadership and Management <ul style="list-style-type: none"> • Provide support to the Clerk in the efficient and effective discharge of his duties. • Administer financial responsibilities of the Constitutional Functions Department. • Participate in, and provide administrative support for, special Parliamentary projects as appropriate. • Carry out any other miscellaneous tasks as directed by the Clerk from time to time. • Develop Cabinet Submissions (as required). 	Executive Leadership and Management <ul style="list-style-type: none"> • Positive feedback from the Clerk confirms leadership and management tasks are undertaken in a pleasant, efficient and effective manner. • Budgetary responsibilities are managed in a financially prudent manner, achieving cost savings where possible. • An effective working relationship with Parliament staff and Members of Parliament is evident. • Statutory and delegated outputs are achieved to the required standard and in a timely manner.
KRA 2: Strategic Objective 1 – Representational Functions <ul style="list-style-type: none"> • Develop and manage a Communications Strategy. • Promote community engagement. • Plan and deliver civic education programmes. 	Representational Functions <ul style="list-style-type: none"> • Positive engagement with the media is enhanced. • Social media presence of Parliament is increased. • Positive engagement with stakeholders is maximised. • Civic education initiatives are successfully implemented throughout the year. • Parliamentary documents are easily accessible to the general public.

<ul style="list-style-type: none"> • Incorporate and promote gender and youth mainstreaming in Parliamentary programmes. 	<ul style="list-style-type: none"> • Parliamentary activities are gender-neutral and youth focused.
KRA 3: Strategic Objective 2 – Legislative Functions <ul style="list-style-type: none"> • Consolidate legislative framework. • Plan and deliver legislative process training for MPs and Parliament staff. • Oversee public consultations on Bills, Petitions, etc. • Plan Parliamentary schedules and sittings. 	Legislative Functions <ul style="list-style-type: none"> • Increase in legislations, reports, papers passed through the House. • Regular training programmes for MPs and Staff are successfully implemented. • Passed legislations consolidated within 4 years. • Annual parliamentary sitting schedule produced. • New Bills are subjected to an extensive consultation process in Rarotonga and the Pa Enua.
KRA 4: Strategic Objective 3 – Oversight Functions <ul style="list-style-type: none"> • Promote parliamentary oversight of Public Finances and Expenditure. • Facilitate the work of the Public Accounts Committee and other Select Committees. • Nurture and manage Parliament’s Statutory Relations. • Plan and implement an effective Resource Mobilisation Strategy. 	Oversight Functions <ul style="list-style-type: none"> • Enhanced relationship with the Audit Office. • Enhanced relationship with the Ombudsman’s Office. • Enhanced relationship with the House of Ariki. • Increased activity by the Public Accounts and other Select Committees. • More efficient tracking of oversight activities. • More extra-budgetary resources secured to support programme implementation.

My Contribution

- I actively contribute to the achievement of Parliaments strategic goals and objectives.
- I role model behaviours and attitudes that support Parliament’s Vision and Values and foster positive relationships that are built on trust and respect.
- I put our customers first, treat them with respect, have a ‘can do’ attitude, and provide them with a quality customer service experience.
- I take personal responsibility for the on-time delivery of my role responsibilities, and owning my performance and professional development.
- I provide solid professional service and this contributes to maintaining and enhancing Parliament’s image.
- I am responsible for managing and maintaining the storage and integrity of information, data and records that I create and have a responsibility for.

- I take ownership for my occupational health and safety (OH&S) responsibilities and participate and support health, safety and wellbeing initiatives and training opportunities.
- I actively seek out and promote business process improvement ideas/solutions that reduce our paper based systems and enhance our service delivery.
- I am a willing contributor and participant in organisational improvement, professional development opportunities and continuous improvement initiatives.
- I provide assistance and support during national public activities as required.
- I fulfil other assigned responsibilities, tasks and project work in a professional and timely manner.

My Delegations

I have responsibility for 9 full time and 6 part time staff positions and the Constitutional Functions Department budget. The Clerk may from time to time delegate to me specified powers and duties which I must exercise with due care and diligence.

My Competencies

My Qualifications and Experience:

Essential:

- Minimum of Bachelor degree in Political Science, Law, Public Administration, Management or equivalent.
- A minimum of ten years relevant government, governance and administrative experience.
- Minimum ten years' experience in a senior executive role is essential.
- In-depth knowledge of the relevant statutes and regulations relating to this position and a practical knowledge of the relevant parliamentary administration procedures including Legislations, Standing Orders, Policies, and Delegations processes.
- In-depth knowledge of the Parliament Strategic Plan 2021-2025.
- Sound knowledge of principles and practices of good leadership.
- Effective communication and people skills.
- Expert level training and facilitating skills.
- Sound report writing skills.
- High level of digital literacy in Microsoft Suite and information management systems.
- Competence in the Maori language.

Desirable:

- Strong community relationships.

- Sound knowledge of the political environment.
- Gender and youth sensitive approach to tasks.

My Personal Attributes:

- Highly developed interpersonal and communication skills are essential.
- Pleasant, friendly outgoing manner.
- Must be very well organised and able to manage a diverse workload.
- Initiative and good judgement with an aptitude for solving problems.
- An ability to be discreet and maintain complete confidentiality.
- Proven ability to relate to a wide range of people and a proven commitment to quality customer service and team work.
- Well-developed written and verbal communication skills, in particular the ability to effectively and concisely present information to the Executive and Governance Team, Parliamentary Staff or members of the public.
- Good knowledge and understanding of relevant legislations relating to the governance of Parliament.
- Self-motivated and experienced and competent to work with minimum supervision, while being able to work well as part of a team.
- Ability to work under pressure and adapt to new office technology.
- The position may be required to work outside of normal hours from time to time to meet deadlines.

Change to Job Description

From time to time it may be necessary to consider changes in the job description in response to the changing nature of our work environment, including technological requirements or statutory changes. This Job Description may be reviewed as part of the preparation for performance planning for the annual performance cycle or as required.

Agreed:

Employee Name

Deputy Clerk [Constitutional Functions]

Date: _____

Approved:

Tangata Vainerere
Clerk of Parliament

Date: _____

ANNEX 1:

AGREED COSTING

**MINISTER VAINÉ MOKOROA TO ATTEND THE APREMC 11,
SHANGRI LA HOTEL, BANGKOK
5 – 7 JUNE 2022**

Airfares	AIR NEW ZEALAND - Business Class Airfares	Civil List	MoE
	RAR/AKL/SIN/BKK/SIN/AKL/RAR		\$8,244.00
NZ Accommodation – Auckland Airport Kiwi Hotel	1 - 2 June, 9 June 2022 NZD\$150 per night x 3 night stay		\$450.00
Bangkok Accommodation – Shangri La Hotel, Executive Suite	3 – 7 June 2022 = 5 nights @ NZD\$423.20 per night		\$2,116.00
Meals & Incidentals (PIFS)	NZ\$179, 1 - 2 June, 9 June 2022 = 3 days	537.00	
	3 – 8 June 2022 = 6 days (Thailand) Baht 2896*22.2979 = NZD\$130.00 per day x 6	780.00	
NZ Additional Allowances (RTO 2019)	31 May – 9 June 2022 10 days @ \$160 per day	\$1,600.00	
Entertainment Allowance (RTO 2019)		\$1,500.00	
TOTAL		\$4,417.00	\$10,810.00
Minister's Allowances	<u>\$4,417.00</u>		
Minister's Accommodation	<u>\$2,566.00</u>		
Airfares	<u>\$8,244.00</u>		

BSP exchange rate: Baht 22.2979, 4 May 2022

Summary:

Airfares	8,244.00	Accountable
Accommodation	2,566.00	Accountable
Meal & Incidentals	1,317.00	Non-Accountable
Additional Allowance	1,600.00	Non-Accountable
Entertainment	<u>1,500.00</u>	Accountable
TOTAL	\$ <u>15,227.00</u>	

Rakera Herman
Senior Finance Officer

Tangata Vainerere
Clerk of Parliament

