



Ministry of Internal Affairs  
GOVERNMENT OF THE COOK ISLANDS

PO Box 24, Rarotonga Cook Islands Phone (682) 29 421, Fax (682) 21 321 Web: www.psc.gov.ck

### POSITION SUMMARY

<b>Job Title:</b>	Social Development Officer
<b>Division:</b>	Social Policy & Services (Rarotonga)
<b>Responsible To:</b>	Manager - Social Policy Business Unit Manager – Children & Family Business Unit
<b>Responsible For:</b>	Advancing Youth & Social Policy and Services
<b>Job Purpose:</b>	<ul style="list-style-type: none"><li>• Support and monitor the implementation of the Youth &amp; Sports Policy on the island</li><li>• Support the Gender, Children, Child &amp; Family sectors and the Social Impact Fund of the Social Policy and Services Business Unit</li></ul>
<b>Job Classification:</b>	Function (Policy & Service Delivery) Jobwise Code (S1-S6; O1-O6; T1-T7; L1-L9) [Inserted after evaluation exercise]
<b>Date updated:</b>	28 June 2021

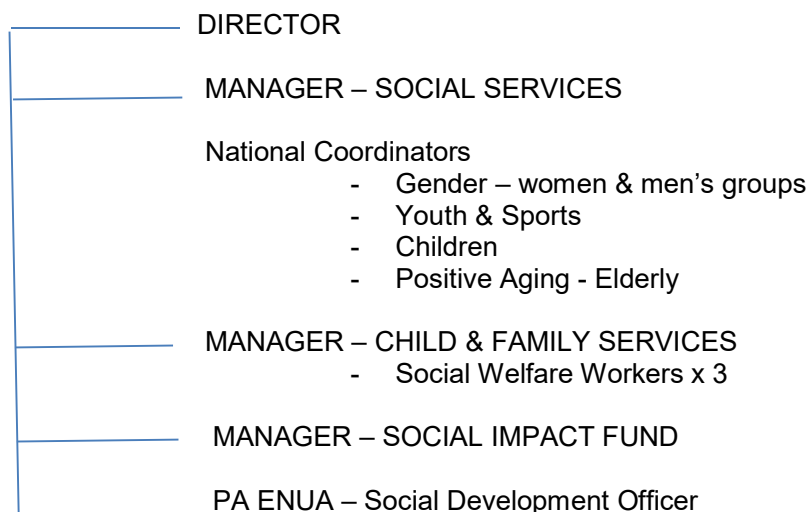
### AGENCY VISION

*Kopu Tangata Matutu, Iti Tangata Rangatira*  
*Strong families and Resilient and Connected Communities*

### ORGANISATIONAL STAFFING STRUCTURE - INSERT

## OUTPUT 2

### SOCIAL POLICY & SERVICES



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

KRAs for this position (maximum of 6)	Key Performance Indicators (use SMART principles)
<p>KRA 1: Youth Policy</p> <ul style="list-style-type: none"> <li>Work with vulnerable youth groups on the island, these include youth in sports, church and cultural groups to ensure their wellbeing and inclusion into all functions on the island</li> </ul>	<p>Jobholder is successful when:</p> <ul style="list-style-type: none"> <li>A directory of youth and sport groups is completed for the island</li> <li>Number of awareness and support programmes with stakeholders completed</li> <li>Youth issues prioritised in island plans</li> <li>Number of youth cases is included in monthly reports to Rarotonga</li> </ul>
<p>KRA 2: Gender</p> <ul style="list-style-type: none"> <li>working with Vainetini, men's group, girls &amp; boys</li> </ul>	<ul style="list-style-type: none"> <li>Number of gender related activities are supported</li> <li>Gender issues included in island plans</li> <li>Number of Gender cases is included in monthly reports to Rarotonga</li> </ul>
<p>KRA 3: Children</p>	<ul style="list-style-type: none"> <li>Number of notifications are received and managed</li> <li>Children issues included in island plans</li> <li>Number of Children's cases is included in monthly reports to Rarotonga</li> </ul>
<p>KRA 4: Child &amp; Family Service (CAF's)</p> <p>To liaise with the Rarotonga office on all cases of children at risk for support, advice and monitoring as required</p>	<ul style="list-style-type: none"> <li>Number of behavioural issues received &amp; actioned</li> <li>Number of inquiries on all cases is recorded</li> <li>Number of referrals to CAF's in Rarotonga is</li> <li>List types of help provided per case</li> <li>Number of CAF cases is included in monthly reports to Rarotonga</li> </ul>

## WORK COMPLEXITY

<i>Indicate most challenging problem solving duties typically undertaken (3-4 examples):</i>	
1	Ability to mobilize these target groups (Youth, Gender, Children, CAF's & CSO's) to be able to work together for the long term
2	Prioritizing the needs of each target group
3	The inclusion of each target group issues into island plans for consideration

4	Liaising with Managers in Head office Rarotonga for resources, information, consistent and improved communication
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### AUTHORITY

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

<b>Financial</b>	N/A
<b>Staff</b>	N/A
<b>Contractual</b>	N/A

### 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)*

<b>Internal</b>	<b>Nature of Contact</b>	<b>External</b>	<b>Nature of Contact</b>
Director	Medium – advise, inform	Member of Parliament for the island	High
Managers	High – advise collaborate	Other Government ministries	Medium
Coordinators Youth Gender Children	High - networking	Key stakeholders MOE TMO	Medium
Other Ministry Managers & staff	Low	Beneficiaries/customers & general public Youth Gender Children	High

## 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.

<b>Essential:</b> (least qualification to be competent)	<b>Desirable:</b> (other qualifications for job)
<ul style="list-style-type: none"> <li>Diploma in Youth, Social Work or Community Development</li> </ul>	<ul style="list-style-type: none"> <li>NCEA level 3, Certificate in social service areas like youth, community development or equivalent</li> </ul>

## 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.

<b>Essential:</b> (least number of years to be competent)	<b>Desirable:</b> (target number of years you are looking for)
Experience and established relationship with youth groups, students, women's groups, church & uniform organisations, sports & cultural groups	Work experience in the social service areas

## KEY SKILLS /ATTRIBUTES/JOB SPECIFIC COMPETENCIES

<b>Level of ability required for the job</b>	
<b>Expert</b>	Fully conversant in all areas of work. Skilled and knowledgeable of all focus area, able to train others confidently
<b>Advanced</b>	Proven skill/ knowledge in this area, able to raise awareness in all areas of work
<b>Working</b>	Able to work unsupervised in this area
<b>Awareness</b>	Limited understanding of skill and knowledge area. Sufficient in order to perform basic tasks.

## 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