



Ministry of Internal Affairs  
GOVERNMENT OF THE COOK ISLANDS  
PO Box 98 Rarotonga Cook Islands Phone (682) 29370 Fax (682)23608 www.intaff.gov.ck

### POSITION SUMMARY

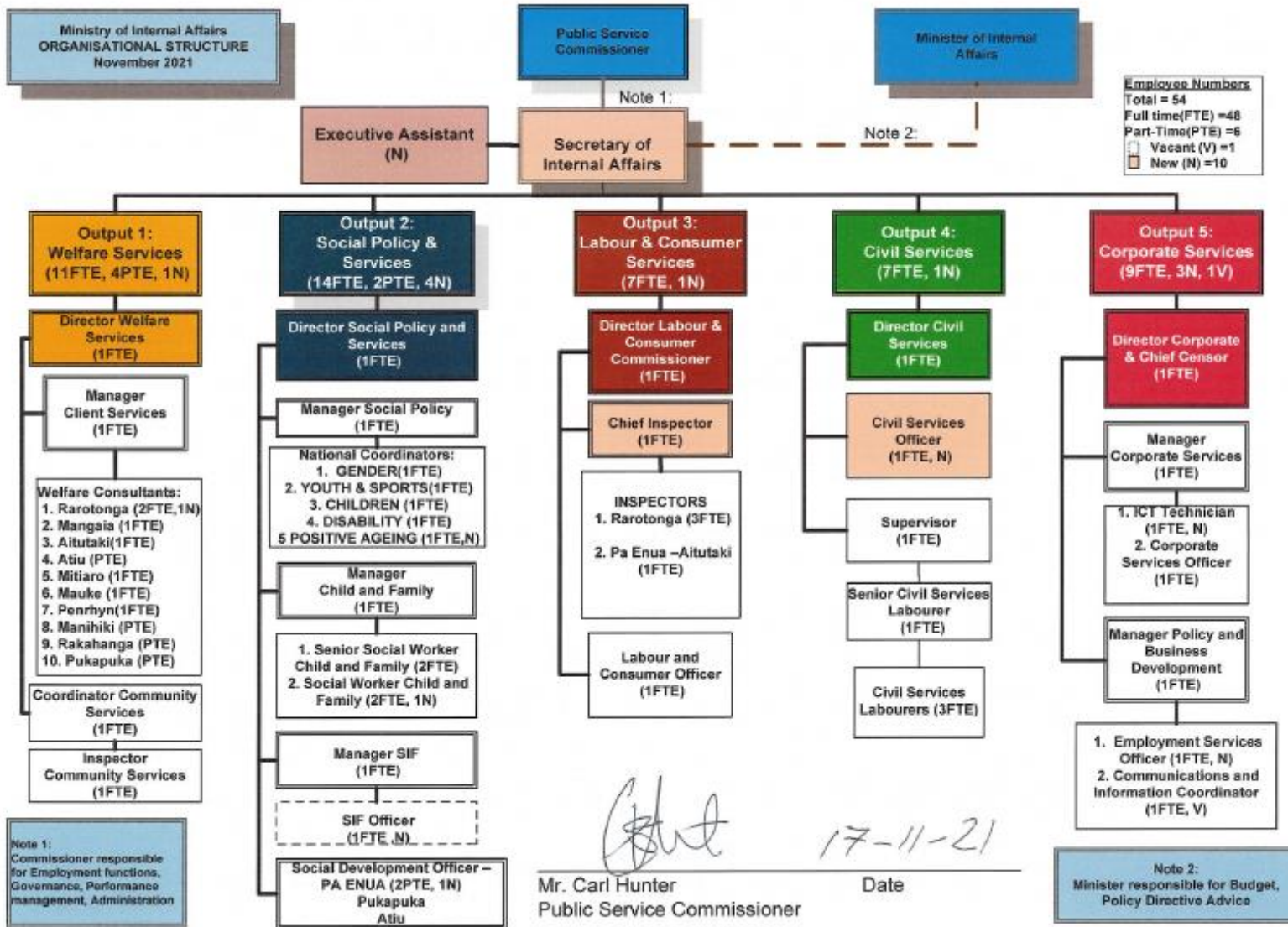
<b>Job Title:</b>	National Coordinator Children
<b>Division:</b>	Social Policy & Services
<b>Responsible To:</b>	Manager Social Policy
<b>Responsible For:</b>	Nil
<b>Job Purpose:</b>	To ensure that Government's national policy for children is established, implemented/monitored and reviewed, particularly promotion and protection of the rights of children; parents and families are supported so that there is a strong family oriented community where children are supported to achieve their maximum potential now and in the future.
<b>Job Classification:</b>	Jobwise Level: T4 Band : G
<b>Date updated:</b>	20 March 2020
<b>Date approved by JEC:</b>	16 June 2020

### AGENCY VISION

*Expand economic opportunities, improve economic resilience and productive employment by ensuring descent work for all in the Cook Islands.*

*Kopu Tangata Matutu, Iti Tangata Matutu.  
Strong, resilient families and communities.*

# ORGANISATIONAL STAFFING STRUCTURE



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

<p><b>KRAs for this position (maximum of 6):</b></p> <ol style="list-style-type: none"> <li><b>1. Strategic Policy Management</b></li> <li><b>2. Management &amp; Team Leadership</b></li> <li><b>3. Project Coordination</b></li> <li><b>4. Advocacy &amp; Awareness</b></li> <li><b>5. Teamwork, Continuous Improvement &amp; INTAFF Values</b></li> <li><b>6. Health &amp; Safety</b></li> </ol>	<p style="text-align: center;"><b>Key Performance Indicators (use SMART principles)</b></p>
<p><b>KRA 1: Strategic Policy Management Support</b></p>	<p><b><i>Jobholder is successful when:</i></b></p>
<ul style="list-style-type: none"> <li>• Undertakes a supportive role in implementing the priority areas of the National Children's Action Plan into the development Children's Policy for the valid period of the policy consistent to the objectives of the Ministry's annual business plan.</li> <li>• Supports the monitoring systems that is in place to monitor progress and compliance against the Children's Action Plan and other social development strategies and relevant international and regional reporting obligations of Convention of the Elimination of all Forms of Discrimination against Women (CEDAW), Convention of the Rights of the Child (CRC), Convention of the Rights of Persons with Disability (CRPD).</li> <li>• Maintains a database of activities and programs to evaluate relevance measures, effectiveness, efficiency, impact and sustainability of the Children's Policy.</li> <li>• Assists with the annual reporting on the progress of the Children's Policy.</li> <li>• Engagement and ongoing dialogue with key Government agencies, non-Government organisations (NGOs), development partners and other stakeholders on key social development issues.</li> </ul>	<ul style="list-style-type: none"> <li>• National Children's Action Plan is successfully implemented, meeting specified requirements and within agreed timeframes based on SMART indicators.</li> <li>• Evidences are produced during the monitoring and evaluation of the Children's Policy compliant against its action plan and international/reporting obligations.</li> <li>• Reporting system in place for collecting information and activities conducted reflecting the required actions set in the National Children's Action plan of the Children's Policy.</li> <li>• Annual reporting on achievement and challenges of the Children's policy is published.</li> <li>• Cook Islands National Advisory Committee on Children's Rights (CINACCR) is updated with information relating to Children's Policy and support provided.</li> </ul>
<p><b>KRA 2: Management &amp; Team Leadership</b></p>	<p><b><i>Jobholder is successful when:</i></b></p>
<ul style="list-style-type: none"> <li>• Support the development of annual divisional budget outputs/resources and work plans aligned to National Sustainable Development Plan (NSDP), and social development strategies as part of the annual Ministry Business Plan and reporting process.</li> <li>• Support all processes for monthly monitoring and reporting to the manager against achievement of the Children's Policy.</li> <li>• Keep record of tasks completed according to performance agreement and aligned to annual work plan, and noting areas for improvement (including identification of training and development needs).</li> </ul>	<ul style="list-style-type: none"> <li>• Children's Policy as part of the Social Policy output and work plan is developed in line with Business Plan and Budget</li> <li>• Prepares monthly reports on activities carried by the Unit and submitted to the Manager within the allocated time</li> <li>• Performance agreements is in place and mid-year and end of year performance appraisal is completed on time.</li> <li>• Co-lead meetings with key stakeholders is successful when:</li> <li>• All goals of the Children's Policy and Action plan is achieved and</li> </ul>

<ul style="list-style-type: none"> <li>• Contributes and support processes including identifying areas of improved efficiency and effectiveness.</li> <li>• Maintain a good advisory and supportive working relationship with key stakeholders</li> <li>• Ensure processes are in place for monthly monitoring and reporting to the Manager against achievement of annual work plans.</li> <li>• Positively and willingly contributes to Ministry leadership and whole-of-Government processes including identifying areas of improved efficiency and effectiveness.</li> <li>• Establish and maintain good working relationship with key stakeholders including children so that their voices are heard and contribute to decisions made for them.</li> </ul>	<p>are in line with the Ministry's Business Plan and Budget</p> <ul style="list-style-type: none"> <li>• Monthly reporting on annual work plan is submitted to the Manager.</li> <li>• Lead meetings with key stakeholders</li> </ul>
<p><b>KRA 3: Programme Coordination</b></p>	<p><b><i>Jobholder is successful when:</i></b></p>
<ul style="list-style-type: none"> <li>• Ensure support for effective coordination of Children's' Policy and related delivery of programmes for children.</li> <li>• Ensure the international and regional reporting obligations is met through effective national coordination of relevant international and regional reporting obligations are completed.</li> <li>• Ensure support to research into relevant policy areas are undertaken or reviewed and that relevant statistics are developed and collected to inform decision making.</li> <li>• Ensure staff are kept abreast on national, regional and international practices relating to areas of policy responsibility.</li> <li>• Ensure aid programmes are effectively managed and complied with.</li> <li>• Ensure there is wide promotion and campaign on the rights of the children and the Children's Policy priorities are effectively delivered to the Pa enua communities including families and school children.</li> <li>• In consultation with the Cook Islands National Advisory Committee on Children's Rights, produce simple non-costly awareness education material that deliver effective messages highlighting the six cross cutting transformational goals of the Policy that impacts on the five national outcomes desired for our children.</li> <li>• Provide secretariat support to the CINACCR, which is the governance body for the National Children's Policy and Child Rights implementation and reporting.</li> </ul>	<ul style="list-style-type: none"> <li>• Responsibilities on key policy areas is understood and coordination reports submitted to Director</li> <li>• All international, regional and national reporting obligations are met, particularly CEDAW, CRC, CRPD</li> <li>• Evidence Based Briefing on key policy issues affecting current Children's policy is provided to Director, HOM and Minister</li> <li>• Staff are knowledgeable and subject experts in areas of specific policy responsibility</li> <li>• Aid programme contracts are complied with</li> <li>• Responsibilities on key policy areas are allocated within the team and coordination reports submitted to Director</li> <li>• Knowledgeable and understanding community on the rights of children and inclusiveness of children in meetings in the community where children's issues are discussed.</li> <li>• Secretariat support services, implementation and reporting provided to the CINACCR.</li> </ul>
<p><b>KRA 4: Advocacy and Awareness</b></p>	<p><b><i>Jobholder is successful when:</i></b></p>
<ul style="list-style-type: none"> <li>• Develop and support communication campaigns that remove discrimination, protect and promote fundamental human rights in particular those of children.</li> </ul>	<ul style="list-style-type: none"> <li>• Media releases, stakeholder and public meetings, workshops, fact sheets, interviews, TV/Radio programmes are carried out.</li> </ul>

<b>KRA 5: Teamwork, Continuous Improvement &amp; INTAFF values</b>	<b>Jobholder is successful when:</b>
<ul style="list-style-type: none"> <li>• Demonstrate self-management and continuous improvement in own performance and personal development by taking the lead on children activities.</li> <li>• Identify other partners who share similar interest for children and engage with them to support the promotion on the rights of children in their areas of work.</li> <li>• Compliance with Code of Conduct and all internal Government of the Cook Island and Public Services Commission policies.</li> <li>• Positively contributes to improvement in output delivery by the team, efficiency of processes, procedures and behaviours.</li> <li>• Willingly assist the Secretary and other team members to learn new skills and share knowledge.</li> <li>• Lives the I.N.T.A.F.F. values actively and participates in all scheduled team activities.</li> </ul>	<ul style="list-style-type: none"> <li>• Capacity needs assessment identifies skills gap for improved service delivery.</li> <li>• Partnering arrangements established with stakeholders to raise the profile of children specific issues.</li> <li>• Mid-Year and Annual self-assessments of performance are completed on time and areas of improvement agreed and worked on.</li> <li>• Full attendance and contribution to team meetings as recorded in minutes.</li> <li>• Contributes to team performance.</li> <li>• Displays behaviours in line with the Ministry of Internal Affairs values.</li> <li>• Participates willingly in scheduled team activities.</li> </ul>
<b>KRA 6: Health and Safety</b>	<b>Jobholder is successful when:</b>
<ul style="list-style-type: none"> <li>• Take responsibility for keeping self and team free from harm.</li> <li>• Ensure staff are informed of Government of the Cook Islands Health and Safety requirements in the workplace and are equipped to carry out their work safely.</li> </ul>	<ul style="list-style-type: none"> <li>• All steps are taken to ensure the safety and wellbeing of the staff.</li> <li>• All requirements of Government of the Cook Islands Occupational, Health and Safety policy and procedures are met.</li> </ul>

## WORK COMPLEXITY

<i>Indicate most challenging problem solving duties typically undertaken (3-4 examples):</i>	
1	Adapting into the new working environment and learning the requirement of the role in particular the historical profile of children, national, regional and international strategies and frameworks that requires Government to meet its obligations in a given period.
2	Developing and implementing strategic policies and action plans consistent with a whole-of-Government approach under the NSDP.
3	Leading and establishing effective coordination of action, data collection and planning among the various Ministry policy responsibilities and other Government agencies with social sector related strategies.
4	Establishing effective inter-agency monitoring and evaluation systems.

## AUTHORITY

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

<b>Financial</b>	No
<b>Staff</b>	No.
<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
Secretary of Internal Affairs	<b>Medium:</b> Advise and inform.	Minister	<b>Low:</b> Advise, inform and deliver to.
Director Social Policy & Services	<b>Low:</b> Advise and inform.	Government Ministries and/or Agencies (i.e. MoE, MOH, Ombudsman, Police, MFEM MFAI)	<b>High:</b> Advise, collaborate with, inform and deliver to.
Manager Social Policy	<b>High:</b> Advise, collaborate with, influence, inform, and deliver to.	Stakeholders & Development Partners (i.e. schools & PTAs)	<b>Medium:</b> Advise, collaborate with inform and deliver to.
Other Ministry Managers and Staff	<b>Medium:</b> Advise, collaborate with, influence and inform.	General Public	<b>Medium:</b> Advise and inform

## 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)
A relevant undergraduate degree is a prerequisite for this role.	<ul style="list-style-type: none"> <li>Post graduate / Masters' Degree in a Social Science, Public Administration and Management 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.

Essential: (least number of years to be competent)	Desirable: (target number of years you are looking for)
<ul style="list-style-type: none"> <li>5-years' experience in senior management or leadership role in public sector context.</li> </ul>	<ul style="list-style-type: none"> <li>10-years' experience in senior management or leadership role in public sector context with a focus on social development.</li> </ul>

## KEY SKILLS /ATTRIBUTES/JOB SPECIFIC COMPETENCIES

Level of ability required for the job	
<b>Expert</b>	<ul style="list-style-type: none"> <li>Experienced in strategic planning, project management and social policy development in a public sector context.</li> <li>Knowledgeable in international, regional and international human rights instruments.</li> <li>Knowledgeable in international, regional and international practices to improve.</li> <li>Knowledgeable in evaluation techniques and identifying relevant data sets for measurement.</li> </ul>

Level of ability required for the job	
	<ul style="list-style-type: none"> <li>• Thinks strategically and is innovative in problem solving and achieving objectives.</li> </ul>
<b>Advanced</b>	<ul style="list-style-type: none"> <li>• Thorough knowledge of decision making processes in the public sector, including role of other agencies, Minister, Cabinet and Parliament.</li> <li>• Strong communication skills and is effective in managing stakeholders including public, media, development partners.</li> <li>• Effective leadership skills in managing team to deliver agreed outputs and activities.</li> <li>• Effective policy evaluation skills.</li> </ul>
<b>Working</b>	<ul style="list-style-type: none"> <li>• Understanding internal and Public Services Commission policies.</li> <li>• Understands policy and planning process in the public sector including the NSDP and budget cycles and processes.</li> <li>• Effective team management and leadership skills.</li> <li>• Experience in developing social policies.</li> <li>• Experience with working with stakeholders, NGOs, development partners.</li> <li>• Effective communication, writing and reporting skills.</li> <li>• Honest, high levels of integrity, results focused.</li> </ul>
<b>Awareness</b>	<ul style="list-style-type: none"> <li>• Policy development processes in a public sector context.</li> <li>• Understanding of social development policies.</li> <li>• Effective communicator in both Cook Islands Maori and English languages.</li> <li>• Computer literacy.</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.

## ACCEPTANCE AND APPROVAL OF THE JOB & EVALUATION COMMITTEE ASSESSMENT

**Date Approved:**     \_\_ / \_\_ / 2020

Accepted and Signed for and on behalf of the Ministry of Internal Affairs:

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**Anne Herman**  
**Secretary of Internal Affairs**

**RECRUITMENT ACCEPTANCE AND ENDORSEMENT**

**Approved:**

\_\_\_\_\_

HoM/Director

\_\_\_\_\_

Date

\_\_\_\_\_

Employee

\_\_\_\_\_

Date