

Cook Islands National Environment Service  
 GOVERNMENT OF THE COOK ISLANDS

PO Box 371 Rarotonga Cook Islands Phone (682) 21256 [www.environment.gov.ck](http://www.environment.gov.ck)

**TERMS OF REFERENCE (TOR)**

**GEF 7 Project Officer (2)**

**POSITION SUMMARY**

Job Title:	GEF 7 Project Officer (2)
Division:	Environmental Partnerships
Responsible To:	Manager Environmental Partnerships
Responsible For:	Nil
Job Purpose:	<p>Effective and efficient delivery of the Service's aid programme "GEF-7" to support the successful operations of the National Environment Service.</p> <p>The GEF-7 Project Officer (2) will support overall project implementation with emphasis in supporting the financial and administrative management of the project.</p>
Job Classification:	
Jobwise Code:	
Job Band:	Band E
Date updated:	March 2023

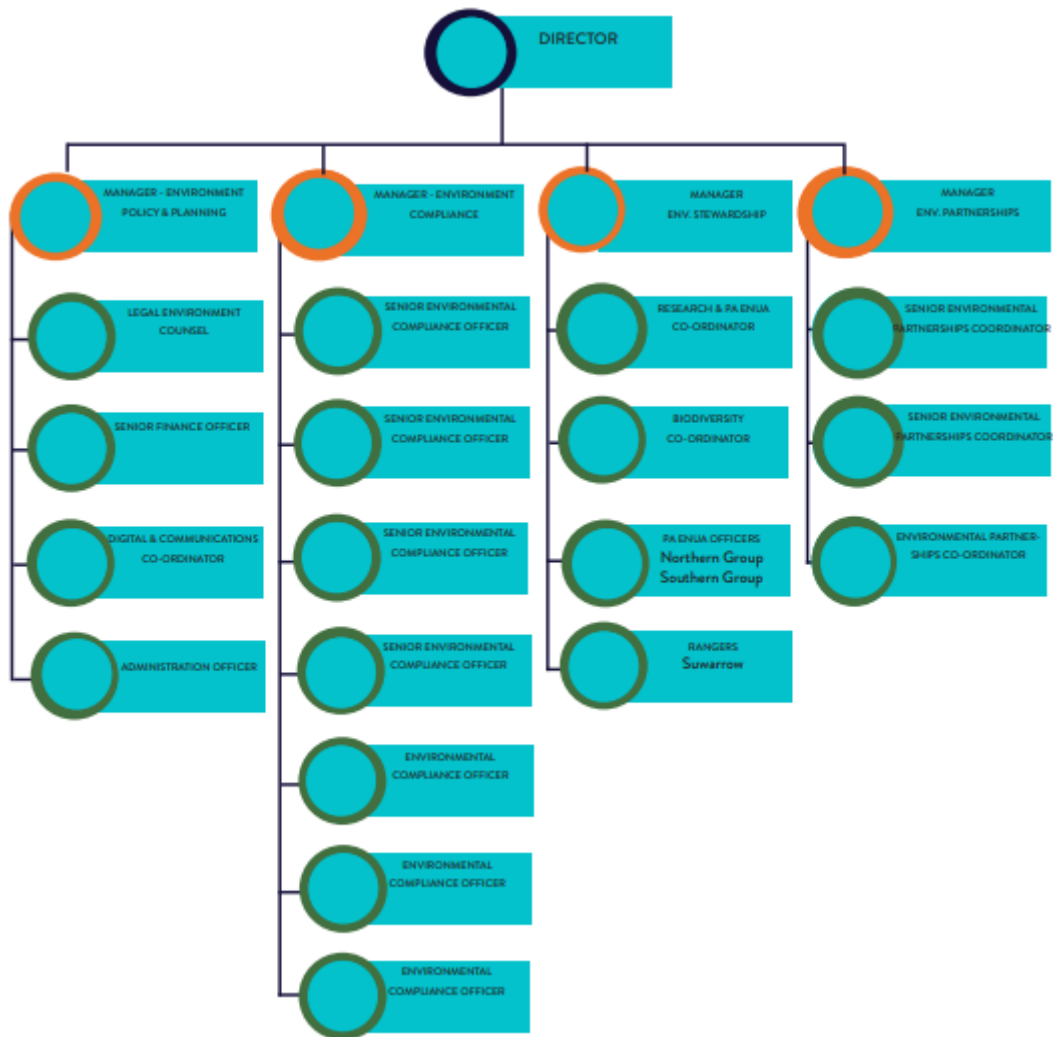
**AGENCY VISION**

Vision – To transform the Cook Islands into a regional leader in environmental sustainability.

Mission – The National Environment Service provides a powerful leadership role and is a fit-for-purpose organisation that enforces a coherent environmental movement in the Cook Islands.

**ORGANISATIONAL STAFFING STRUCTURE<sup>1</sup>**

<sup>1</sup> Approved Organisation Structure (2022) by the Public Service Commissioner.



**PROJECT BACKGROUND**

The National Environment Service (NES) has spent the last 3 years developing a biodiversity project through the Global Environment Facility’s 7<sup>th</sup> funding cycle (GEF-7), with support from the United Nations Development Programme (UNDP). The project begins in 2023 for a 5 year period, with a total project budget of \$US3.5 million.

The project aims to reduce and mitigate negative environmental impacts of the key development sectors (agriculture, infrastructure, tourism), which are the main national drivers of biodiversity and habitat degradation. This will be achieved through mainstreaming integrated, sustainable management of land and coastal waters across key partners, including the National Environment Service (NES), Infrastructure Cook Islands (ICI), Cook Islands Tourism Corporation (CIT), and the Ministry of Agriculture (MOA), as well as private sector and communities through policy development and communications and awareness. Building upon the achievements and lessons learnt of the GEF-5 ridge-to-reef (R2R) project, the GEF-7 project strategy also includes improving management effectiveness of targeted protected areas, as well as expansion of the protected area system through establishment of a 118-ha community conserved area safeguarding globally significant biodiversity within the cloud forests of Rarotonga.

Project results are expected to generate multiple environmental benefits, including 2,401ha of priority catchments under improved management, improved management of 1,260ha of terrestrial protected areas and 14,453ha of marine protected areas. An estimated 9,588 people (75% of the resident population of the country), of whom 51% are women, are expected to

directly benefit as a co-benefit of the GEF investment. This includes local communities living within and benefiting from the ecosystem services provided by the priority catchments, people benefitting from the biodiversity resources and ecosystem services of the target protected areas, and management and staff members of NES, MoA, CIT, and ICI, as well as other stakeholders benefitting from strengthened capacities.

Further information about the GEF-7 project can be found within the full Project Document, which is available upon request from the Environmental Partnerships Manager [Hayley.weeks@cookislands.gov.ck](mailto:Hayley.weeks@cookislands.gov.ck)

#### DUTIES AND RESPONSIBILITIES

- Assist the project team in day-to-day execution of project activities;
- Provide project management unit related administrative and logistical assistance;
- Make logistical and organizational arrangements for project meetings and other events;
- Keep records of project funds and expenditures and ensure all project-related financial documentation are well maintained and readily available when required by the Project Manager;
- Assist in procurement of goods and services for implementation of project activities;
- Validate and certify Funding Authorisation & Certificate of Expenditures (FACE) forms before submission to UNDP;
- Provide necessary financial information as and when required for project management decisions and during project audit(s);
- Review annual budgets and project expenditure reports and notify the Project Manager if there are any discrepancies or issues;
- Consolidate financial progress reports submitted by the responsible parties for implementation of project activities;
- Keep records of project funds and expenditures and ensure all project-related financial documentation are well maintained and readily available when required by the Project Manager;
- Ensure all project documentation (progress reports, consulting and other technical reports, minutes of meetings, etc.) are properly maintained in hard and electronic copies in an efficient and readily accessible filing system, for when required by the IP, Project Board, UNDP, project consultants and other project service providers and partners;
- Work closely with NES Senior Finance Officer.

#### REQUIRED SKILLS AND EXPERTISE

- Cook Islands resident or eligible for Cook Islands residency;
- At least a bachelor's degree in environment, natural sciences, project management, business, accounting, or other related fields;
- Strong organisational and coordination skills;
- Self-motivated and ability to work under pressure;
- Strong computer skills;
- Flexible and willing to travel as required;



- Excellent communication, inter-personal and writing skills in English, especially in timely and accurate responses to emails;
- Strong drafting, presentation and reporting skills.

#### DESIRABLE SKILLS AND EXPERTISE

- Communication skills in Cook Islands Maori;
- Minimum 2 years of experience supporting project implementation.

#### APPLICATION PROCESS

Individuals interested in this position should submit:

1. Updated CV including names and contacts of three (3) references;
2. A cover letter that describes how the applicant fulfils the required skills and experiences.

The above documents should be submitted to [Hayley.weeks@cookislands.gov.ck](mailto:Hayley.weeks@cookislands.gov.ck) via email.

The deadline for applications is **4pm, Friday 31<sup>st</sup> March** (Cook Islands time). Late submissions will not be considered.