



## Airport Authority Cook Islands

### JOB INFORMATION

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<b>POSITION: PART TIME</b>	<b>SECRETARY BOARD OF DIRECTORS</b>
<b>SECTION:</b>	<b>MANAGEMENT</b>
<b>REPORTS TO:</b>	CHAIRMAN through the CEO
<b>BASED:</b>	Airport Tower Building. Duties performed on airport premises.
<b>SCOPE OF WORK:</b>	See attached Job Description.
<b>HOURS OF WORK:</b>	Part Time - 4 days a month during the Board's monthly meetings. Hours could increase to 8 days or more a month depending on Board special meetings.
<b>PART TIME RATE</b>	<b>\$13.00 - \$16.00 an hour</b>  The actual rate will be disclosed by the Chief Executive through a letter to the position holder.
<b>LEAVE ENTITLEMENTS:</b>	All employees after completion of 1 year service will be entitled to 10 days Annual leave. Part Time employees are entitled to the same Annual Leave provisions, on a pro-rated basis. Refer to the Employment Policies Manual requirements.
<b>SUPERANNUATION</b>	Position Holder qualifies for Superannuation (both employee and employer contributions will apply)
<b>REFERENCES:</b>	Reference will be sought from former employers, educational establishments prior to an offer of employment. This is to gain some insight into the character of the candidate
<b>TRAINING:</b>	Initial on the job training will be provided to including an orientation period of up to 5 days. Thereafter scheduled times working according to normal or special Board meeting dates. Any other trainings deemed necessary by the CEO.

<b>CRIMINAL RECORDS CHECKS:</b>	Position Holder will undergo an initial and scheduled criminal records check. For candidates applying or have been residing overseas for more than 6 months and up to 5 years, criminal checks results from the relevant authorities in those countries of residence will need to be provided.
<b>EMPLOYMENT HISTORY CHECKS:</b>	Position Holder will undergo pre-employment checks where verification of employment with former employees over the previous 5 years from the date of application. This does not apply to recent school-leavers who have not joined the work-force yet

## SELECTION CRITERIA

1. Must be 25 years and over.
2. Require someone with a Certificate in Management.
3. Must have good comprehension of spoken and written English.
4. Has workplace experience performing a variety of administrative support functions and at the same time is able to demonstrate a high level of maturity and confidentiality as expected of those who have been in the workplace for a minimum of 5 – 6 years in similar positions.
5. Must have good computer skills - word processing applications and other commonly used applications.
6. Excellent communication skills, with a positive attitude.
7. Organisational & coordination skills, ability to manage work priorities and work effectively and efficiently with minimal supervision; ability to be flexible in a rapidly changing environment.