



# 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:

<b>Position:</b>	<b>Manager, Corporate Services</b>
<b>Department:</b>	Parliamentary Services
<b>Responsible to:</b>	Deputy Clerk [Parliamentary Services]
<b>Responsible for:</b>	2 full-time staff
<b>Job Purpose:</b>	<ol style="list-style-type: none"><li>1. Responsible for supporting the Deputy Clerk [Parliamentary Services] in the Management and Implementation of Objective 4 of the Parliamentary Services Strategic Plan 2021-2025.</li><li>2. Effective and efficient financial management of the Parliamentary Services finance, and the administering of POBOC for the Civil List, House of Ariki and Koutu Nui and the Administered Funds of Parliament.</li><li>3. Effective and efficient processing of financial transactions, accounts payables and receivables into the Parliamentary Services MFEM FMIS accounting system for accurate and financial reporting.</li><li>4. Coordinating the Annual Audit of Parliamentary Services Accounts.</li></ol>
<b>Remuneration:</b>	PSC Salary Band J: \$41,148 (minimum) to \$55,962 (maximum)

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

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

**Mrs Tai Manavaroa**

Acting Deputy Clerk

Email [tai.manavaroa@cookislands.gov.ck](mailto:tai.manavaroa@cookislands.gov.ck)

Office telephone 26-500 (Ext 28) or Mobile number 77-034.

Applications close at 4.00 pm on Wednesday 8<sup>th</sup> September 2021. Late applications will not be considered.

**DATED** at Rarotonga this 12<sup>th</sup> day of August 2021.



Tangata Vainerere  
**CLERK OF PARLIAMENT**