

<b>Job Title:</b>	Technical Support Officer (Aitutaki)
<b>Ministry</b>	Ministry of Justice (Tango Tutara O Te Ture)
<b>Division:</b>	High Courts
<b>Responsible To:</b>	Deputy Registrar – Pa Enuā (Aitutaki)
<b>Responsible For:</b>	None
<b>Job Purpose:</b>	<p>The role of the Technical Support Officer (Aitutaki) is to assist and support the operations of the Ministry of Justice office in Aitutaki in the provision of Ministry services to members of the Pa Enuā within the Cook Islands legal framework and Ministry of Justice systems, polices, processes, and procedures. This is a technical support role requiring sufficient knowledge in legislation and regulations governing Ministry services, legal and court processes, police, probation, and prison processes, registry and records management, compliance, and information systems, while ensuring accuracy, timely reporting, and efficient and effective administration.</p> <p>This position provides technical and operational support for the Cook Islands community in Aitutaki in relation to the provision of Ministry services.</p> <p>The position must work at an appropriate level of competence in legal and compliance principles and technical requirements to support the delivery of Ministry services to the public in an environment moving towards greater use of available technology.</p>
<b>Job Classification:</b>	Function: Technical and Service delivery Job band: C ( <u>Salary Range</u> : \$14,084 - \$20,422) Jobwise Code: S3 – Administration/Customer Support
<b>Education/Experience</b>	The ideal candidate would have a National Certificate Level 4 and have 1-2 years of work experience in a legal, compliance, clerical, office management, or similar role.
<b>Application Deadline:</b>	Friday 7 <sup>th</sup> June 2019
<b>Link to Job Description:</b>	<a href="#">Click here to view Full Job Description</a>