



GOVERNMENT OF THE COOK ISLANDS

Website Development Internship

Terms of Reference

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Project Name:

Climate Change Cook Islands Website Development (CCCI WD)

Title of the Internship:

Young vibrant prospect interested in pursuing a career in Information Technology (I.T.)

Objectives:

The intern will learn and assist in the development of the CCCI WD working with the website developer. The website will be a multi-purpose site that will (but not limited to):

- Share information (scientific, economic, and social) about climate change
- Share information on the GCF as it relates to the Cook Islands
- Share experiences, lessons, and good practices
- Share photo's, videos, and other forms of media
- To share and allow users access to documents and files

Background:

Climate Change Cook Islands (CCCI) is the Cook Islands operational focal point that coordinates climate change activities and proposals at the national level. The division works in collaboration with the country's political focal point the Ministry of Foreign Affairs and Immigration (MFAI) at regional and international level to ensure that our national priorities are in alignment.

The division was established in 2011 within the Office of the Prime Minister (OPM) with the transfer of functions that were previously held within the National Environment Services (NES). Since the beginning of the country's engagement in climate change issues from NES and the official inception of CCCI there has been a significant amount of progress made by NES and CCCI in collaboration with partner agencies from the MFAI as well as the Ministry of Finance and Economic Management (MFEM).

This engagement has led to the opportunity to work with the Green Climate Fund (GCF) to develop a website as a means to share the information about the GCF and experiences (past, present, and future) of the country working in the area of climate change.

In 2016 CCCI and MFEM have accessed financing from the GCF to build its knowledge and understanding the criteria and operations of the GCF. The development of a CCCI websites is an opportunity to share information with national stakeholders and others regarding the GCF and relevant national climate change information.

Work Station:

At the Office of the Prime Minister's CCCI Division and the ICT Office, in Parekura.

Tasks

The Intern will work with the Government agencies, the Web Developer and other relevant colleagues and stakeholders to perform the following tasks:

- Compile the relevant climate change publications developed at the national, regional and international level, intended to be upload to the website.
- Draft the necessary narrative for each of the web pages on the site, through research to be conducted from the published documents compiled.

- Develop a website manual and guide that sets out step by step approaches to upload content, edit and update all aspects of the site.
- Assist the web developer with the development of the website.

Duration of the Internship:

This is a part time position of 15 hours a week over a 03 month period from the starting date.

Reporting Requirements:

The Intern will be managed by the Director of Climate Change Cook Islands, and supervised by the GCF Advisor.

At the completion of the internship the Intern's final task will be to submit a report that provides details on the person experience, lessons learned, and recommendations.

Competencies:

The young person should be able to demonstrate:

1. Oral and written knowledge of the Maori and English language
2. Good communication skills
3. Computer literate in the use of Microsoft Products
4. An ability to follow instructions, work independently, as well as part of a team

Skills and Experiences:

The applicant should be able to demonstrate:

1. That they've completed computer courses offered at Secondary school or University.
2. Part or Full time employment experience could be an advantage.
3. The applicant should own a laptop to be used during the course of their internship.