

Position Title - Ingoa Tūranga

Position Title Development Programme Manager

Group - Puni

Pacific and Development Group

Division - Tānga

Pacific Division – Melanesia and Micronesia

Reports to - Menetia

Counsellor (Development)

About the Public Service - Mō te Ratonga Tūmatanui

Mahi tōpū ai ngā Kaimahi Tūmatanui e whai tikanga ai te noho a ngā tāngata o Aotearoa. Hei tā te Public Service Act 2020 ko te pūtake o ngā Kaimahi Kāwanatanga, ko te tautoko i te kāwanatanga whai ture me te kāwanatanga manapori; ko te āwhina i te Kāwanatanga o te wā nei me ē anamata ki te whakawhanake, ki te whakatinana hoki i ā rātou kaupapa here; ko te tuku i ngā ratonga tūmatanui e nui ana te kounga, e nahanaha ana anō hoki; ko te tautoko i te Kāwanatanga e tūroa ai te whai oranga o te marea; ko te huawaere i te whai wāhitanga o te kirirarau ki te ao tūmatanui me te whakatutuki i ngā mahi i runga i tā te ture i whakahau ai. E hiranga ana te wāhi ki a mātou ki te tautoko i te Karauna i ana hononga ki ngā iwi Māori i raro i te Tiriti o Waitangi. Ahakoa he nui ngā momo tūranga mahi, e tapatahi ana ngā kaimahi tūmatanui i roto i te whakaaro nui ki te hāpai i ngā hapori, ka mutu, e arahina ana ā mātou mahi e ngā mātāpono matua me ngā uara o ngā Kaimahi Tūmatanui.

The public service works collectively to make a meaningful difference for New Zealanders. The Public Service Act 2020 states that the purpose of the public service is to support constitutional and democratic government, enable both the current Government and successive governments to develop and implement their policies, deliver high-quality and efficient public services, support the Government to pursue the long-term public interest, facilitate active citizenship and act in accordance with the law. We have an important role in supporting the Crown in its relationships with Māori under the Treaty of Waitangi and te Tiriti o Waitangi. Whilst there are many diverse roles, all public servants are unified by a spirit of service to the community, and guided by the core principles and values of the public service in our work.

About the Ministry - Mō te Manatū

The Ministry of Foreign Affairs and Trade (the Ministry) acts in the world to build a safer, more prosperous and more sustainable future for New Zealanders. We do this by building connections with and influencing other countries to advance New Zealand's interests, project New Zealand values and secure the outcomes that matter to New Zealand. We pursue the Government's international priorities and provide advice to the Government on the implications for New Zealand of what is happening in the world.

Our work contributes to the wellbeing of New Zealanders' in the following ways:

- **Kaitiakitanga:** Generations of New Zealanders benefit from sustainable solutions to global and regional challenges;
- **Prosperity:** New Zealanders have better job opportunities and incomes from trade, investment and other international connections;
- **Security:** New Zealanders are able to live, do business, travel and communicate more safely at home and offshore;
- **Influence:** New Zealanders have confidence their country can influence others on issues that matter for them now and in the future.

Diversity and Inclusion - Kanorau, Kauawhi

We aspire to be a workplace that values and utilises diverse and inclusive thinking, people and behaviours. This means that our staff reflect the diversity of New Zealand and the countries we work in, and that the contributions of staff with diverse backgrounds, experiences, skills and perspectives are valued and respected.

Our values are:

- **Impact:** We achieve for New Zealand, every day, everywhere
- **Kotahitanga:** We draw strength from our diversity
- **Courage:** We do the right thing
- **Manaakitanga:** We honour and respect others

The Ministry recognises the importance of staff having flexibility around work hours and working arrangements to maintain a work/life balance. In turn there may be some situations where the Ministry's business deliverables require staff to be available during certain hours of the day or for longer periods to meet a temporary surge in work requirements.

About the Position - Mō te Tūranga

To assist with the in-country management of New Zealand Aid Programme activities in Vanuatu.

The New Zealand High Commission in Vanuatu takes a portfolio based approach. The Development Programme Manager will take responsibility for the relationship management, contract negotiations, delivery and reporting for their portfolio of work.

Where delegated, engage on policy issues under direction and in accordance with the Ministry's policies, strategies and quality assurance standards.

Key Accountabilities - Kawenga Matua

The following key accountabilities of this role assist in delivering the Ministry's purpose:

Organisational Responsibilities

- Understand the Ministry's strategic priorities and high-level outcomes framework and how this role contributes to the framework.
 - Understand and apply the strategic context in which the Ministry operates, including priorities and perspectives of the Ministers, partner agencies, and external stakeholders.
 - Understand Tikanga and Treaty of Waitangi principles and have sufficient appreciation of Te Reo Māori to be able to apply the Ministry Māori dimension, underpinned by Ministry values, in a way that is relevant to the context of our business.
 - Be aware of and adhere to the Ministry's Health and Safety policies and procedures.
 - Share in the responsibility for health and safety in the work environment by carrying out work-related activities in accordance with safe operating procedures and by accurately reporting all hazards, accidents and incidents.
 - Contribute to the continuous development of the Ministry's knowledge base by using the Ministry's internal systems, sharing information and data with relevant internal stakeholders, including contributing to/presenting at internal learning and development opportunities.
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Skills, Knowledge and Experience - Tohu Mātauranga, Pūkenga, Mātauranga, Wheako

The Development Programme Manager will have the following experience, skills and knowledge:

Experience

- Relevant tertiary qualification
- Demonstrated experience in contract management
- Demonstrated ability to contribute to and work within a team
- Demonstrated ability to build and maintain effective relationships
- Demonstrated ability to anticipate issues and problems and think of creative and effective solutions
- Demonstrated planning and organisational skills, including ability to prioritise tasks effectively and work under pressure
- High level of personal integrity and an honest and ethical approach

Skills and knowledge

- Excellent written oral and communication skills (in both English and Bislama)
 - Ability to think critically and analytically
 - Good research and information data analysis skills
 - Strong customer focus, with the ability to communicate effectively with a range of people
 - Possess a strong achievement/delivery focus – sets high standards including accuracy and attention to detail
 - Ability to work autonomously and within guidelines, demonstrating the use of sound judgement
 - Competent in Microsoft Office Suite, including strong skills in Outlook, Word and Excel
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Relationships - Pātahitanga

The Development Programme Manager position is required to build and maintain the following relationships:

Within the Ministry

- High Commissioner
- Development Counsellor
- Other MFAT staff, both onshore and offshore

Outside the Ministry

- Vanuatu Government Ministries, Agencies and Departments
 - Local community contacts (e.g. civil society)
 - Contractors and other private sector representatives
 - Other donor representatives
 - Other New Zealand Agencies
 - Business, academia, regional and international organisations and institutions.
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Delegations - Whakatautapatanga

- This role has no direct reports.
 - Delegations are set out in the Ministry's Instrument of Delegation.
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References

- **Ministry's Strategic Intentions 2019-2023**
Available here: <https://www.mfat.govt.nz/en/about-us/our-strategic-direction/>