NEW ZEALAND
FOREIGN AFFAIRS & TRADE
Manatū Aorere

Position Description

Position Title - Ingoa Tūranga
Intern

Reports to - Menetia
First Secretary, Berlin

Your role and tasks - Mō te Tūranga

Interns at the New Zealand Embassy have the opportunity to help bring New Zealand's overseas activities to life and gain valuable experience in a public sector workplace. The aim of the internship is to give interns some exposure to all areas of the Embassy's activities, including trade, economic and cultural issues; foreign affairs and diplomacy; and engagement with other government agencies. The day-to-day tasks have a strong communication and administration focus, supplemented with a research and policy support. The role includes working with other New Zealand agencies, New Zealand Trade and Enterprise and Education New Zealand who are located at the Embassy.

To succeed in this position, you'll be capable of developing a sound understanding of New Zealand's role in the world, the priorities of the New Zealand Government, and how the Embassy in Berlin supports these. You'll be willing to provide support where it's needed in a small but busy Post.

Many tasks an intern undertakes draw from skills and knowledge relevant to a variety of workplaces, including communications, event coordination, research and analysis, customer service and administration. A background and interest in foreign affairs, public policy, international relations and cultural diplomacy are highly desirable by not a requirement.

Common tasks individuals are required to perform include:

- Public affairs
  - Supporting public affairs activities, including responding to enquiries and requests.
  - Assisting with the planning, development and delivery of social media content and digital communications.
  - Supporting the organisation and delivery of Embassy events, official functions and public diplomacy activities.
- Policy
  - Undertaking research and analysis on foreign policy, trade and economic issues.
  - Preparing written meeting notes, briefings and reports.
  - Conducting market research to support the work of New Zealand Trade and Enterprise and Education New Zealand.
- Administration
  - Providing administrative support across the Embassy, including reception duties, greeting visitors and supporting the smooth running of appointments.
  - Responding to public enquiries and requests for information about New Zealand.
  - Liaising with the Administration Manager and Post Security Officer regarding visitors, mail and security-related administrative processes. Assisting with general office administration and supporting Embassy operations as required.

Skills, Knowledge and Experience - Tohu Mātauranga, Pūkenga, Mātauranga, Wheako

Applicants will have the following experience, skills and knowledge:

Qualifications

Ideally, applicant's background and/or field of study should be relevant to the work of the Embassy. Common backgrounds include Politics, International Relations, International Law, Economics, Business and Commerce, Human Rights, International Development, Sustainable Development, Communications and Security Studies.

Skills

- Excellent written and oral communication skills.
- Experience creating content for social media and digital communications platforms.
- Flexibility and willingness to undertake a wide range of tasks, including administrative tasks. e.g. Reception.
- Experience supporting events, customer service, hospitality or stakeholder engagement activities.
- Possess a strong delivery focus – sets high standards including accuracy and attention to detail.
- Demonstrated ability to build and maintain effective relationships and to work within a team.
- Ability to anticipate issues and problems and think of effective solutions.
- Displays personal integrity, and an honest and ethical approach.

Mandatory Role Requirements - Whakaritenga Tūranga Whakahauanga

- Minimum German language proficiency: B2
- Able to work in Germany (New Zealanders aged between 18 and 30 can apply for a 12-month working holiday visa for Germany).
- Before commencing work, successful applicants will be required to provide a criminal record as part of our security requirements.

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.

References

Ministry's Strategic Intentions 2024-2028
Available here: https://www.mfat.govt.nz/en/about-us/our-strategic-direction/

Frequently Asked Questions

Do I have to be a New Zealand citizen to undertake an internship?
No, our internships are open to all nationalities, although a New Zealand connection is beneficial.

Does my application have to be in English?
Yes, your application and CV must be in English as it is the working language of the Embassy. German language skills are a key asset and a requirement for the role (ideally to B2 or equivalent level).

Who can act as a referee, as requested in the application form?
We are looking for referees such as former employers and university professors who will be able to comment on your suitability for an internship.

How many internship places are there?
There are between 1 and 2 interns at any time throughout the year, normally 3 positions are available annually.

If I am unsuccessful in one application round, can I apply in another round?
Yes. As we have limited availability, repeat applications are welcome.

What are the working hours?
The Embassy's standard working hours are Monday to Thursday from 9am to 5:30pm and Friday from 9am to 4:30pm. Unless an alternative is agreed upon beforehand, you should be prepared to work these hours.

Public Holidays
The Embassy closes on some German public holidays, some New Zealand public holidays, Christmas day and New Year's Eve. You will take the Embassy approved holidays.