

Position Description

Position Title	APEC officer
Post	New Zealand Embassy Seoul (New Zealand Ministry of Foreign Affairs and Trade)
Reports to	Second Secretary, Seoul
Category	Fixed term

About the New Zealand Ministry of Foreign Affairs and Trade

The Ministry of Foreign Affairs and Trade (the Ministry or MFAT) acts in the world to make New Zealand safer, more sustainable and more prosperous. It does this by working to understand geopolitical changes across the world, advancing the New Zealand Government's international priorities, and providing advice to the Government on its implications. By building connections and influence in other countries we act to promote and protect New Zealand's interests.

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.

Our values

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

Diversity and Inclusion

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.

About the New Zealand Embassy Seoul

The New Zealand Embassy Seoul ("Post") manages New Zealand's relationship with Korea. We represent the New Zealand Government to the highest standards of professional excellence in diplomacy, trade and economic engagement, international development and consular services. The Post takes a distinctively New Zealand approach, reflecting New Zealand's diversity and heritage.

About the Position

Korea will host the Asia-Pacific Economic Cooperation (APEC) forum in 2025. The New Zealand Embassy in Seoul will, therefore, be responsible for supporting New Zealand's participation in APEC meetings and events in Korea throughout the year. We are seeking an experienced person to join our team to assist with the Post's delivery of the 2025 APEC year. APEC is a priority for the Post, with New Zealand having hosted APEC in 2021.

The position will be responsible for contributing to the advancement of New Zealand's foreign policy interests by leading on the logistical and administrative aspects of New Zealand ministers' and senior officials' participation in APEC engagements in Korea during 2025. The position will also provide some policy support for New Zealand's APEC policy priorities.

The position will be based in Seoul. Travel to other parts of Korea may be required. This is a fixed term role for 4 months from 7 July to 7 November 2025.

Relationships

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

Internal (within Post or MFAT)

- Head of Mission
- Deputy Head of Mission
- Embassy staff
- Staff working for Wellington-based MFAT teams (such as APECPOL, AMER, VELU)
- New Zealand agencies and their staff working in Post's accreditations
- New Zealand's Honorary Consul in Busan

External (outside Post or MFAT)

- Korean Ministry of Foreign Affairs
 - Korean Ministry of Trade, Industry and Energy
 - Other key Korean Government departments
 - Business and media contacts
 - Staff with responsibility for APEC in other key diplomatic missions in Seoul
 - Staff and others from New Zealand who will travel to Korea to attend APEC meetings, such as NZ Inc officials or New Zealand ABAC representatives
-

Key accountabilities**Visits and Events**

- Manage logistical aspects of New Zealand's participation in all APEC meetings including setting up meeting schedules, organising transport logistics, making hotel and flight bookings, attending meeting and accommodation site visits, and maintaining a strong understanding of travel requirements required for New Zealand ministers and officials to Korea
- Assist with the logistical aspects of related events and engagements, including organising visit programmes for high-level New Zealand visitors to Korea, assisting with the management of promotional and media events, developing guest lists, and liaising with organisers.
- Preparation of documents (logistical arrangements, run sheets, programmes, media monitoring) in English.
- Engagement with Korean Government agencies and the diplomatic community in Seoul on logistical, protocol and security issues related to meetings.
- Monitor local security developments and promptly alert Post to any changes which may impact planned visits or events.
- Other duties as required.

Administrative

- Support for Wellington-based staff at post with respect to the administrative and logistical arrangements required to support delivery of New Zealand's participation in APEC meetings.
- Create and maintain a database of key APEC contacts and stakeholders.

Policy

- Understand Korea's policy priorities and deliverables for APEC 2025, and, as required, attend relevant policy meetings and contribute to written and verbal briefings.
- Understand New Zealand's policy positions on APEC issues, particularly issues carrying over from New Zealand's 2021 host year.
- Accompany New Zealand officials to meetings, and note-taking and translation/interpretation as required.
- Other policy responsibilities as required, including carrying out resource and reporting on priority economic issues.

Public Diplomacy

- As required, assist with formulating content related to APEC for the Embassy's social media platforms.

Organisational Responsibilities

- Ensure all Ministry policies and procedures are adhered to.
 - Be aware of and adhere to the Health and Safety policies and procedures.
-

- Contribute to post-wide projects and emergency response situations.

Knowledge Management

- Contribute to the continuous development of the Post's knowledge base by using the Post's internal systems, sharing information and data with relevant internal stakeholders.

Security

- Be familiar with the Post Security Instructions and adhere to these at all times.

Other

- The job holder will be expected to perform from time to time other duties that can reasonably be regarded as incidental to the position description and within their experience and capabilities.
- The role will typically require a total of 37.5 hours per week, normally distributed Monday – Friday from 9.00am to 17.30pm, including a 1 hour unpaid lunchbreak. However these hours may be modified by mutual agreement to deliver the duties outlined in this position description, including event/travel organisation or requirements to hold meetings outside normal hours.
- Some out of hours work or regional travel within Korea may be required to support the functions of the Post during particular times (such as a visit to Korea by a high-level visitor).
- The job holder must have the right to live and work in Korea.

Qualifications, skills, knowledge and experience

The ideal candidate should be able to demonstrate the following qualifications, skills and experience:

- Previous successful experience in a project management support or logistics/administration role with some policy experience. Experience working in an Embassy environment, or similar, would be helpful.
- Demonstrated ability to contribute to and work within a team.
- Well-developed planning and organisational skills, including ability to prioritise tasks effectively and work under pressure.
- Demonstrated ability to build and maintain effective relationships.
- Excellent English and Korean written and oral communication skills.
- Experience providing accurate written translations and oral interpretation between English and Korean.
- Excellent Microsoft Office suite skills.
- Strong customer focus, with the ability to communicate effectively with a range of people.
- Strong achievement/delivery focus – with high standards including accuracy and attention to detail.
- Ability to work proactively and autonomously and within guidelines, demonstrating sound judgement.
- Demonstrated commitment to continuous improvement, including adaptability and openness to change.

- Ability to anticipate issues and problems and think of creative solutions.
- Personal integrity and an honest and ethical approach.
- High sense of discretion and confidentiality.