



NEW ZEALAND
FOREIGN AFFAIRS & TRADE

POSITION DESCRIPTION

Position Title

Development Programme Coordinator

Location/Post

New Zealand High Commission, Apia

Reports To

First Secretary, Development
New Zealand High Commission, Apia

Group

Pacific Development Group (PDG), Ministry of Foreign Affairs and Trade

Term of Position

Open Tenure

Date Created/Reviewed

June 2019

About the Ministry

The Ministry of Foreign Affairs and Trade (the Ministry) acts in the world to make New Zealand safer and more prosperous. It does this by working to understand geopolitical changes across the world, advancing the 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.

The New Zealand Aid Programme delivers New Zealand's official support for developing countries. The purpose of New Zealand's aid is to develop shared prosperity and stability in the Pacific and beyond, drawing on the best of New Zealand's knowledge and skills.

We support sustainable development in developing countries to reduce poverty and contribute to a more secure, equitable and prosperous world.

The New Zealand Aid Programme is managed by the Ministry of Foreign Affairs and Trade (MFAT), represented in Apia by the New Zealand High Commission.

The Post represents the New Zealand Government to the highest standards of professional excellence in diplomacy, trade negotiations, international development and consular services. We seek to deliver value to New Zealand and New Zealanders, through:

- improved prosperity for New Zealand and our region
- the stability, security and resilience of our country, our people and our region
- leadership by amplifying New Zealand's influence and standing in the world
- kaitiakitanga or stewardship, by delivering solutions to global challenges for the benefit of present and future generations.

Our values are:

Impact

- We achieve for New Zealand, everyday, everywhere

Kotahitanga

- We draw strength from our diversity

Courage

- We do the right thing

Manaakitanga

- We 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 Position

The Development Programme Coordinator role at the New Zealand High Commission is responsible for managing and coordinating aspects of the New Zealand Aid Programme in Apia, Samoa.

The Development Programme Coordinator role provides management, oversight and coordination of selected bilateral and regional and multilateral aid programme activities. This includes delivery, monitoring and reporting on activities across a range of sectors.

Key Accountabilities

The position has the following key accountabilities:

Role specific

- Delivery of the New Zealand Aid Programme in Apia and its key objectives and results.

Activity Management

- Ensure efficient and effective management of development activities including sound application of PDG business processes, contract and financial management, and activity quality standards.
- Contribute effectively to the design, appraisal, implementation, management and monitoring of a portfolio of NZ Aid Programme programme activities in consultation with the First Secretary Development, PDG staff in Wellington, and other Post staff as required.
- Appraise budgets, monitor expenditure against activity budgets for agreed activities.
- Assist with grant approval and contracting formalities (including of HEF).
- Prepare annual activity monitoring reports for assigned activities and contribute to regular updates to Wellington outlining any significant issues/achievements.
- Contribute to briefing and reporting requests as required.

Financial Management and Administration

- Contribute to annual planning of budgets and monitor activity budgets, cash flows, and financial approvals in line with financial management systems and delegations
- Monitor the financial management and accountability systems for projects, agency payments or grants
- Ensure key documentation on programme activities on file is complete and accurate
- Assist in preparation of funding arrangements and contracts for programme partners in accordance Aid Programme procedures and in consultation with The Pacific Development Group contracts staff in Wellington

Monitoring and Evaluation

- Monitor the delivery and results of development activities in cooperation with partners, stakeholders and other donors
- Oversee evaluation of development activities

Relationship Management and Communication

- Understand and work appropriately with Samoan culture and practice.
- Drawing on local knowledge and networks, establish and maintain a strong set of relationships that support and underpin the New Zealand Aid programme.
- Manage relationships with partner agencies, NGOs and other stakeholders
- Coordinate and harmonise with other donors regarding specific programme areas as agreed
- Manage the relationships with contractors in specific programme areas

- Attend meetings, seminars and presentations with other donors, government agencies, NGOs and other development agents to engage with and remain current with activities and thinking in the donor/development community and in the sectors relevant to the Aid Programme
- Prepare articles for the media as requested, provide information to the public as required, prepare information to assist with ministerials, give presentations and otherwise represent the Aid Programme in meetings and briefings with development partners and stakeholders as required

Policy Analysis and Engagement

- Gather information, analyse and report on key development issues and opportunities relevant to assigned activities.
- As directed, engage with Government of Samoa and other development actors and partners on key policy issues that will strengthen the results of development and aid.
- Represent New Zealand in programme and activity discussions, advocacy meetings, negotiations and public diplomacy activities at post as required.
- Participate and/or assist New Zealand delegations for meetings and negotiations as required.
- Contribute to the strategic development of the programme including by providing local perspective and knowledge
- Contribute to the Aid Programme operational planning process

Emergency Response

- Contribute to New Zealand's humanitarian response to natural disasters and other emergencies in Samoa as per the NZ High Commission's Contingency Plan and the Guidelines for NZ Posts Humanitarian Response to a Natural Disaster.

Visits and Events

- Assist as required in planning and managing the post's visits and events.

Organisational Responsibilities

- Demonstrate the organisation's values, goals, policies and procedures in all aspects of work.
- Develop an understanding of the Ministry's strategic priorities and high-level outcomes framework and how this role contributes to the framework.
- Contribute to Ministry-wide projects and the High Commission's emergency response situations
- All other duties as reasonably requested by the employer.

Knowledge Management

- 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.

Security

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

Health and Safety

The Ministry is committed to providing a safe and healthy working environment for all staff, including contractors and other workers, both on and offshore.

You are responsible for:

- taking reasonable care of your own and other's health and safety and being mindful of the effect of your actions (or lack of action) on the health and safety of others
- complying with reasonable Ministry instructions to ensure the Ministry is able to comply with the Health and Safety at Work Act 2015
- cooperating with health and safety policies and procedures
- identifying and reporting hazards, injuries, illness and incidents (including near misses) that arise from your work or in the workplace
- identifying and eliminating or mitigating health and safety risks so far as reasonably practicable and consulting with others in doing so
- raising health and safety matters with your manager or health and safety representative (or contact as appropriate)
- ensuring that all health and safety incidents, injuries, near misses are immediately reported through the HR Kiosk
- ensuring that significant hazards and risks or critical incidents are drawn to the immediate attention of your Manager.

PERSON SPECIFICATIONS

Qualifications, Experience, Knowledge & Skills

Qualifications and/or Experience

- Relevant tertiary qualification(s) relating to international development, humanitarian affairs, economics, project management, or public sector administration.
- Minimum of 4 years' experience working with government, NGO, or development organisations in a technical and/or senior capacity, preferably with Pacific experience.

Work organisation

- A strong background in development, an in depth understanding of key development issues relevant to Samoa and the Pacific region and evidence based responses
- Understanding of sound development principles including around sustainable economic development.
- Understanding of gender, human rights and environmental issues and their application in the community
- Understanding of budget and management of

Knowledge

- Knowledge of international development policy and practice with an ability to achieve practical results in a fluid environment.
- Sound knowledge of Kiribati and Pacific region development priorities and challenges.
- An understanding of sound development principles

Skills

- Shows the drive and resilience to work proactively and deliver sustainable high performance.
- Demonstrates the motivation and ability to improve own capability; including self-awareness and self-improvement focus.
 - Able to communicate effectively with strong written and verbal skills (in English).
 - Strong planning and organising skills.
 - Strong qualitative and quantitative analytical skills.
- A willing, inclusive and effective team player and has an understanding of and willingness to work in a team
- Good judgment and decision making skills.
- Ability to quickly learn new systems and processes and to use these to work effectively across a wide network.
- Excellent computer and keyboard skills with advanced competency in the Windows operating environment and the ability to collate and prepare information in a clear and meaningful manner.
- A good understanding of the machinery of Government and the Government decision making process in Samoa.
- Ability to think strategically and see linkages between different streams of work.
- Cultural sensitivity and excellent relationship building skills.
- Ability and willingness to work effectively with a diverse group of people from a range of cultures and backgrounds.
- High standard of honesty, integrity and discretion and the ability to obtain a Ministry security clearance
- Demonstrated language ability in Samoa would also be an advantage.

Relationships

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

Internal (within the High Commission)

- High Commissioner
- First Secretary, Development
- Other members of the Post Development Team, including contractors;
- Other staff at Post

External (outside the High Commission)

- Staff at the Ministry's head office in Wellington, particularly the Samoa team within the Pacific and Development Group.

- Government agencies of Samoa, NGOs, business, academia, regional and international institutions and organisations, other diplomatic missions and development partners;
- Other New Zealand government departments and agencies working in Samoa and the wider Pacific.

Mandatory Role Requirements

- Be eligible to live and work in Samoa
- Be able to provide a police clearance.
- Hold, or be able to obtain, a current Samoa driver's licence.
- The ability to gain a New Zealand Government security clearance would be an advantage.