POSITION DESCRIPTION

**Position Title**
Senior Development Programme Coordinator

**Location/Post**
New Zealand High Commission, Tarawa, Kiribati

**Reports to**
Deputy Head of Mission

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

**Last review date**
September 2018

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**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 Kiribati 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
- kaitakitanga 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 are 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 all staff regardless of background, experience, skills and perspectives are valued and respected.

About the Position

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

The Senior 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 Kiribati and its key objectives and results.

Programme and Activity Management
- Ensure efficient and effective management of development activities including sound application of PDG systems and 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 consistent with the Country Strategy and 4 Year Country Plan in consultation with DHOM Tarawa, PDG staff in Wellington, HOM and other Post staff as required.
- Appraise budgets, monitor expenditure against activity budgets for agreed activities.
- Assist with grant approval and contracting formalities.
- 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.

Relationship Management
- Understand and work appropriately with Kiribati culture and practice.
- Drawing on local knowledge and networks, establish and maintain a strong set of relationships that support and underpin Tarawa Post Plans and the New Zealand Aid programme.
- Represent New Zealand at meetings when necessary to ensure New Zealand’s aid and foreign policy priorities are communicated and meeting outcomes are accurately reported.
- Manage technical assistants and contractors engaged to assist with NZ Aid Programme delivery.

Policy Analysis and Engagement
- Gather information, analyse and report on key development issues and opportunities relevant to assigned activities.
- As directed, engage with the Kiribati Government 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.
Emergency Response
- Contribute to New Zealand’s humanitarian response to natural disasters and other emergencies in Kiribati as per the NZHC Tarawa Contingency Plan and the Guidelines for NZHC 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 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.

Qualifications, Experience, Knowledge & Skills
- Relevant tertiary qualification(s) relating to international development, humanitarian affairs, economics, project management, or public sector administration.
- Minimum of 7 years’ experience for senior role working with government, NGO, or development organisations in a technical and/or senior capacity, preferably with Pacific experience.

Knowledge
- Knowledge of international development policy and practice with an ability to achieve practical results in a fluid environment.
- Sound knowledge of the Pacific development priorities and challenges.
- An understanding of sound development principles
Skills
- 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, with:
  - Strong written and verbal skills (in English).
  - Strong planning and organising skills.
  - Strong qualitative and quantitative analytical skills.
- 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.
- A good understanding of the machinery of Government and the Government decision making process in Kiribati.
- Ability to think strategically and see linkages between different streams of work.
- Cultural sensitivity and excellent relationship building skills.
- Ability to work effectively with a diverse group of people from a range of cultures and backgrounds.
- Demonstrated language ability in Kiribati would also be an advantage.

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

Internal (within the High Commission)
- Manager (Deputy Head of Mission, Tarawa)
- Other members of the Post Development Team, including contractors
- High Commissioner
- All other Post staff.

External (outside the High Commission)
- Staff at MFAT’s head office in Wellington, particularly the PACMM Kiribati team within the Pacific and Development Group.
- Government agencies of Kiribati, NGOs, business, academia, regional and international institutions and organisations, other diplomatic missions and development partners;
- Other New Zealand government departments and agencies working in Kiribati and the wider Pacific.

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