Position Description

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About the Ministry

The Ministry of Foreign Affairs and Trade (the Ministry) acts in the world to make New Zealanders safer and more prosperous. We do this by building connections with and influencing other countries to advance New Zealand’s interests and project New Zealand values. We provide advice to the Government on the implications for New Zealand of what is happening in the world.

Our work contributes to New Zealanders’ wellbeing 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 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.

The Ministry supports a range of flexible work options as the default setting for all positions.

About the Post

The New Zealand Permanent Mission in Geneva represents the New Zealand Government in multilateral diplomacy at the United Nations (UN) and with other multilateral agencies. This is done through building and enhancing relationships with UN Member States and UN agencies to enable the Government to fulfil its multilateral priorities and international obligations.

The Mission takes a distinctively New Zealand approach to its work that reflects our country’s culture, diversity and heritage.

About the Position

The Policy Adviser (Humanitarian) is focused on delivering New Zealand’s international humanitarian and development interests and investments. The role also contributes to other foreign policy interests for New Zealand, including refugee and migration related work.

The role contributes to achievement of the Ministry’s International Rules Strategic Goal and outcomes, and to New Zealand’s Humanitarian and Multilateral Development Policies.

You will lead and support the Post’s engagement with key multilateral agencies, representatives from other governments, and local humanitarian and civil society contacts.

Your responsibilities will include:
• representing New Zealand at key meetings in your portfolio;
• reporting and making recommendations to Wellington on New Zealand’s interests in activities based out of Geneva;
• conducting research and analysis, and contributing to policy positions and development;
• maintaining an active network with other Missions, multilateral agencies, and civil society stakeholders; and
• supporting VIP and MFAT visits from New Zealand.

In addition, the position supports Wellington to meet accountability requirements associated with New Zealand Aid Programme contributions to multilateral agencies. This requires close monitoring,
analysing and reporting on key multilateral agencies and appeals supported by New Zealand. This will ensure that annual and one-off contributions deliver on New Zealand’s strategic interests globally and in relation to the Pacific, represent value for money, and meet core development and humanitarian objectives.

From time to time, you will support other priority Post activities, including roll-out of New Zealand’s International Human Rights Action Plan as it relates to your portfolio, consular and emergency response, and high-level visits falling outside of your portfolio.

Please note that aspects of this position description, including accountabilities, may be subject to amendment or change.

### Relationships

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

**Internal (MFAT)**
- Ambassador (UN) and colleagues within the Geneva Mission;
- Key staff in MFAT’s Pacific and Development Group (PDG), in particular in the Humanitarian, Multilateral and Climate Change teams;
- Staff in UNHC and other MFAT Divisions and Posts;
- Staff in the New Zealand Permanent Mission in New York.

**External**
- Colleagues in other diplomatic missions, including from the Pacific;
- Colleagues in priority UN and multilateral agencies and organisations;
- Humanitarian forums and civil society;
- Other NZ Inc. Agencies, including Immigration New Zealand and Ministry for Civil Defence and Emergency Management.

### Key accountabilities

The position has the following key accountabilities:

- Assume responsibility for a complex portfolio of work, managing your workflow and priorities through discussion and agreement with the Ambassador (UN) and Wellington divisions on a regular basis.
- Represent New Zealand’s interests, and monitor, analyse and provide sound advice on the meetings, policy discussions, practices and activities of the following priority agencies and groups:
  - Office for the Coordination of Humanitarian Affairs (OCHA) and its Donor Support Group (ODSG);
  - The International Red Committee of the Red Cross (ICRC) and its Donor Support Group (ICRC DSG);
  - UN High Commissioner for Refugees (UNHCR);
- Maintain targeted engagement with the following organisations, as agreed with Wellington:
  - the Joint United Nations Programme on HIV and AIDS (UNAIDS);
  - the Global Fund to Fight AIDS, Tuberculosis and Malaria.
(Global Fund);
- Grand Bargain workstreams and community;
- UN Office for Disaster Risk Reduction (UNDRR) and associated committees;
- Commonwealth Small States Office (CSSO); and

- Maintain a watching brief on:
  - the Good Humanitarian Donorship (GHD) Network;
  - International Federation of the Red Cross and Red Crescent (IFRC)
  - International Organisation for Migration (IOM)
  - the Vaccine Alliance (GAVI).

- Provide timely and proactive advice, analysis and reporting on key thematic policy areas in your portfolio - including localisation, climate change and the humanitarian/development nexus - as well as emerging issues and key risks of relevance to New Zealand, and support the development of New Zealand positions.
- Contribute to the development of international policy norms and standard setting by representing New Zealand at intergovernmental meetings and negotiations, and through engagement in informal meetings of the above agencies and funds.
- Provide accurate and timely reporting after meetings, with a focus on key issues of relevance to New Zealand.
- Triage incoming written and emailed communication sent to the New Zealand Permanent Mission in your portfolio area, and forward the relevant communications (for example papers relating to upcoming OCHA and ICRC meetings) to colleagues within MFAT and New Zealand agencies.
- Monitor and represent New Zealand at donor briefings on priority humanitarian crises and disaster risk responses, identify key issues (needs, access, constraints and effectiveness), and advise on funding and other response options for New Zealand.
- Advocate for improved UN policy, practice and programme impact that delivers for the Pacific, in line with the New Zealand Pacific Reset objectives.
- Engage regularly with Geneva based representatives from Pacific Island countries to understand issues of interest to them, and to discuss key developments of interest to the Pacific.
- Identify and work with Wellington on opportunities to raise New Zealand’s profile and visibility as a humanitarian and development actor in line with the Ministry’s Humanitarian and Multilateral Development policy outcomes.
- Ensure that required financial acquittals, performance and reporting requirements are met by all Geneva-based multilateral agencies to which New Zealand contributes funding.
- Contribute to Pacific and Development Group Activity Monitoring and completion of assessments as requested.
- Organise official visits, meetings and events including the development of visit programs and associated briefing.
- Provide general policy advice and support to Mission activities as required, including assisting with after-hours consular duty.
Other accountabilities

Security
- Comply with the Mission’s Security Instructions.

Communications and Public Diplomacy
- Contribute to the development of the Mission’s communications and public diplomacy strategies and assist in their implementation.
- Contribute updates to the Mission’s twitter account and coordinate contributions to the account across the Mission’s work.

Relationship Management
- Develop and influence a clear map of relationships with decision-makers, policy-makers and thinkers that advance the Ministry's humanitarian and development objectives.
- Develop and maintain relationships with key internal and external stakeholders in order to advance the Mission’s objectives.
- Ensure that the Mission’s network is regularly reviewed and refreshed in light of developments in strategic priorities.

Organisational Responsibilities
- Demonstrate alignment with the organisation’s values, goals, policies and procedures and comply with applicable Mission policies and procedures.
- Understand and apply the strategic context in which the Ministry operates, including priorities and perspectives of the Ministers, partner agencies and external stakeholders.
- Contribute to the preparation and reporting requirements of the Ministry’s accountability documents.
- Foster strong working relationships across the Ministry.
- 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.
- Comply with applicable Ministry and Mission policies and procedures.
- Contribute to Post-wide projects and emergency response situations.
- All other duties as 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, including contributing to/presenting at internal learning and development opportunities.

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, skills and experience

You should have the following qualifications, skills and experience:

- Post graduate tertiary qualification in a relevant area;
- A strong record of achievement, with at least 5 years’ professional experience in developing policy advice and delivery, ideally in an international or governmental setting;
- Understanding of the UN system and its key agencies, including governance and institutional arrangements, strategies, policies, plans, budgets and funding arrangements.
- Understanding of policy settings concerning New Zealand’s humanitarian and multilateral engagement and priorities;
- Demonstrated ability to think critically and analytically;
- Ability to anticipate issues, manage risks and sensitivities, and identify effective solutions;
- Demonstrated ability to contribute to and work within a cross-cultural team environment to deliver team objectives;
- Excellent written oral and communication skills;
- Demonstrated ability to build and maintain effective relationships;
- Well-developed planning and organisational skills, including ability to prioritise tasks effectively and work under pressure;
- Possess a strong achievement/delivery focus – sets high standards including accuracy and attention to detail;
- Able to work autonomously and demonstrating sound judgement;
- Display personal integrity and an honest and ethical approach;
- Competent in Microsoft Office Suite, including strong skills in Outlook, Word and Excel and social media
- Public policy, humanitarian policy and/or multilateral experience is an advantage.
You must:

- Be a New Zealand citizen.
- Be able to obtain and hold an appropriate New Zealand Government security clearance.
- Be prepared to perform other duties that are incidental to the position description or that are otherwise within your experience and capabilities.