About the Ministry
The Ministry of Foreign Affairs and Trade (the Ministry) acts in the world to make New Zealand safer and more prosperous.

Our purpose is to create the international conditions and connections for New Zealand and New Zealanders to thrive.

Through our work we deliver:

- **Influence** - New Zealanders have confidence their country can influence others on issues that matter for them now and in the future.
- **Prosperity** - New Zealanders have better job opportunities and incomes from trade, investment and other international connections.
- **Kaitiakitanga** - Generations of New Zealanders benefit from sustainable solutions to global and regional challenges.
- **Security** - New Zealanders are able to live, do business, travel and communicate more safely at home and offshore.
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.

About the Division
The Communications Division supports the achievement of the Ministry’s purpose and strategic priorities through focused communications planning, digital development and targeted delivery through communications channels.

While the role is part of the Communications Division, the person will be part of a small team physically located in the office of the Deputy-Secretary Pacific and Development. The Pacific and Development Group is responsible for managing New Zealand overseas development cooperation to the Pacific and beyond, and for New Zealand’ bilateral and regional engagement with the Pacific.

About the position
The Communications Coordinator – Pacific and Development role supports the delivery of a programme of proactive strategic communications focused on New Zealand’s engagement in the Pacific, and the work of the New Zealand Aid Programme in the Pacific and beyond.

The person will have a hands-on role creating written and visual content for a range of channels, including social media and web. They will provide day-to-day communications advice and communications support to Ministry staff Wellington and in Pacific Posts. They will be responsible for managing tools and databases that support the effective delivery of first rate communications, and help to grow our audiences.

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Key accountabilities

**Engaging content**

- Support creation of content for social, website, and other channels
- Create multimedia and visual content, including graphics and video.
Advice and guidance
- Day to day technical and creative communications advice.

Support and leverage external relationships and partnerships
- Administer databases and other tools to manage contacts and stakeholders
- Communications support for events and activities with key partners.

Build capability and enable people to communicate
- Day to day support on branding, social media and others, delivered in ways that will help to up-skill staff
- Develop resources to help develop staff communications capability
- Coordinate and share information through internal channels.

Quality and reach of channels
- Monitor social accounts
- Manage images, logos and other communications tools
- Edit and proofread content for a wide range of channels
- Publish signed off content to digital channels.

Strategic alignment
- Ensure communications activities support and align with the Ministry’s Strategic Goals (in particular, NZ Connections, Pacific, and International Relationships).

Qualifications and experience

Required
- Relevant tertiary qualification (or equivalent)
- Experience in communications/journalism or similar.

Desirable
- Interest in foreign policy /development
- Creating multimedia content.

Skills

Communications and technical
- Strong written skills, including for social and digital channels
- Strong verbal skills
- A great design eye and software skills (and/or the ability to quickly up-skill)
Comfortable working in digital content management systems
Good understanding of best practice in communications channels
Able to identify and set up effective and efficient ways of managing communications resources (e.g. images)
Able to see linkages between different strands of work
Competent in Microsoft Office suite of products
Good understanding of tikanga and Treaty of Waitangi principles.

Work management
Good planning and organising skills
Proven ability to meet deadlines
Able to work flexibly on multiple tasks.

Relationship management
Work collaboratively with colleagues in the Communications Division to ensure alignment and coordination
Able to work with flexibly and adjust styles for a wide range of people, including other nationalities
Able to work with internal clients at all levels and develop trust and credibility.

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

Internal (within MFAT)
Senior Managers
Divisional Manager
Communication Division staff
Pacific and Development Group, including offshore Pacific posts
Other MFAT staff, both onshore and offshore.

External (outside MFAT)
Counterparts across other Government agencies
Business, academia, regional and international institutions, Māori and the New Zealand community
Counterparts in NGO / development organisations, and other external partners.
Additional Comments

- You must be able to obtain and maintain an appropriate New Zealand Government Security clearance.
- You must hold New Zealand citizenship.