POSITION DESCRIPTION

Position Title
Project Coordinator (Development)

Reports To
Team Leader Project Coordination (Development)

Group
Pacific and Development Group (PDG)

Date Created/Updated
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.

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

About the Group
Pacific and Development Group (PDG) leads an integrated approach to New Zealand’s diplomatic and development engagement with Pacific countries and is responsible for the delivery of the New Zealand Aid Programme in the Pacific and globally.
About the Position
The Ministry supports a range of flexible work options as the default setting for all positions.

The purpose of the Project Coordinator (Development) is to work as part of project teams in delivering specific country work programmes as part of the New Zealand Aid Programme. The Project Coordinator (Development) will usually work on multiple activities (projects) at one time, and may work across sectors, thematics, and country focussed teams.

Project Coordinators are the business process technical experts in PDG, providing advice/guidance to Contracted Activity Managers and MFAT Staff working in Activity and Contract Management.

The Project Coordinator (Development) should have excellent financial, contract management, time management and communication skills, as they will collaborate closely with suppliers, partners and internal teams (including Posts) to deliver results.

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

Internal (within MFAT)
- Divisional and Unit Managers
- Other Project Coordinators
- Lead/Senior advisors within PDG, Activity Managers, Business Case Authors, Development Managers, Development Officers
- Other MFAT staff, both Wellington and at Post

External (outside MFAT)
- Suppliers and partner agencies
- Other government departments and agencies

Role Specific Accountabilities
Working as part of a project team within Sector or Country focussed teams, and Posts, Project Coordinator will have potential responsibilities in:-

Business Process Technical Expertise
Providing technical advice/guidance to Contracted Activity Managers and MFAT Staff working in Activity /Contract Management on:-
- Business Processes, including Business Case approval process, budget approvals, forecasting, contract approvals, supplier due diligence
- Enquire (MFAT’s IT System for Activity/Contract Management)
- MFAT Procurement, Contracting and Exemptions policies,
- Best practice guidance for managing activities and workpackages (contracts) in MFAT systems
- Peer reviewing workpackages (contracts)

Activity Management, including:
- Working as member of project team in concept and design of activities
- Planning and leading procurements as per business processes, working with Commercial advisers as required
• Managing activities in implementation, monitoring them to ensure that implementation is effective and intended outcomes are achieved.
• Activity Financial Forecasting, in line with the Ministry’s Triennium funding focus
• Managing Activity Risk registers and H&S Plans

Contract Management, including:
• Drafting Contracts, including Contracts for Service, Statements of Work, Grant Funding Arrangements, Memoranda of Understanding
• Financial management, including budget tracking, approval of invoices
• Supplier liaison
• Milestone management, ensuring contract milestones have either been met or reforecast as required
• Drafting and processing Contract variations

Organisational Responsibilities
• Drive process improvement across programme, portfolio and activity management.
• Understand the Ministry’s strategic priorities and high-level outcomes framework and how this role contributes to the framework.
• 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.
• Contribute to Ministry-wide projects and emergency response situations.
• Using the Ministry’s Capability and Leadership Frameworks, identify and participate in opportunities for learning and development, including through regular coaching and mentoring.
• 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.
• Understand the Machinery of Government, including the Ministry’s relationship with Ministers and other government agencies.

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.

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
You must have the following qualifications, skills and experience:

- Minimum of three years’ experience in project coordination and contract management (including finance and administration)
- Relevant tertiary qualification (Project management qualification desirable).
- Adaptive management experience
- Sound written and verbal skills
- Ability to build, maintain and leverage relationships with internal and external peers/contacts
- Sound planning and organising skills
- Treasury Business Case preparation or use of would be desirable.
- Sound understanding of tikanga and Treaty of Waitangi principles
- Competent in Microsoft Office suite of products
- An understanding of the Machinery of Government and the Government decision making process
- Strong qualitative and quantitative analytical skills
- Ability to work effectively with colleagues within the division
- Sound judgment and decision making skills
- Demonstrates the drive and ability to improve own capability. Includes self-awareness and self-improvement focus

Mandatory Role Requirements
- You must be able to obtain and maintain an appropriate New Zealand Government Security clearance