POSITION DESCRIPTION

**Position Title**
Senior Adviser, Economics

**Reports To**
Unit Manager, Governance and Economics Unit

**Group**
Pacific and Development Group (PDG)

**Date Created/Updated**
December 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, every day, everywhere

**Kotahitanga**
- We draw strength from our diversity

**Courage**
- We do the right thing

**Manaakitanga**
- We honour and respect others

**Diversity and Inclusion, and flexible work**

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 Group, the Division, and the Unit

The 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.

The Sustainable Development Sector and Thematic Division (DST), within PDG, provides expertise, analysis, and advice needed to deliver high quality development cooperation. It also manages a range of aid investments across PDG. DST is made up of five units.

The Governance and Economics Unit, within DST, leads the sectoral and thematic work on these two important sectors. Staff in the Unit provide technical expertise and advice to the rest of PDG and MFAT’s Posts, as well as lead their own sector-specific workstreams.

About the Position

The Senior Adviser, Economics will be responsible for providing high quality advice on issues relating to development economics, particularly focusing on the Pacific. They will also lead analytical and practical workstreams, and contribute actively towards effective delivery of the Aid Programme. They will demonstrate leadership in working through complex and challenging issues and they support the achievement of MFAT’s strategic priorities.

A mixture of macroeconomic and microeconomic skills will be required for this role. Topics covered may range from supporting economic policy reform initiatives in Pacific countries, designing and delivering economics-related aid investments, priority cross-cutting economic issues from a global or Pacific development perspective, and providing technical economic advice to other MFAT teams.

Past experience working on applied economic issues at a senior level is an advantage, as is past experience of working in an international development context. An ability to engage with a variety of stakeholders on a range of topical economic issues with conviction is critical for this role.

This role requires relatively regular overseas travel, mainly to Pacific countries.

Key Accountabilities

The following key accountabilities of this role assist in delivering the Ministry’s purpose.

Role specific

- Delivery of timely and high quality outputs regarding, inter alia, analysis on a range of economic issues in an international development context, technical advice on economic policy reforms in Pacific countries, designing and delivering projects that improve economic governance and economic development in our partner countries, and policy leadership on economic issues both within and outside of MFAT.
- The role may include the following elements: strategy, programming and programme management, policy development, activity management, financial and contract management and Ministerial servicing.

Strategic Management

- Development of programme strategies in partnership with development partners and other stakeholders.
- Leadership or contribution to teams tasked with the development of or improvements to New Zealand Aid programme strategies, policies or systems.
- Provision of technical advice to support the development or improvement of programme strategies.

**Programming**

- Development of programmes in line with agreed strategies and in consultation with partners and other stakeholders.
- Identification and progression of initiatives within the programme through a range of delivery mechanisms.

**Policy Development**

- Development of policy, reporting, briefing and stakeholder consultation around a range of development issues.
- Development of sound, logical coherent, well written policy.

**Programme Management**

- Management and delivery of Programme, Planning and Performance Reporting processes.
- Management analysis and advice on programme and financial progress against planned objectives.
- Management of the forward Aid programme (FAP).
- Leadership in programme coherence with other development interventions.
- Management and participation in Programmes related engagement e.g. High level consultations, Programme talks, stock take talks, and donor meetings.
- Management of coherence between the programme and all related development.

**Activity Management**

- Leadership, management and delivery of activities within a programme, or sector ensuring deadlines are met.
- Identification and progression of initiatives through a range of delivery mechanisms.
- Management of activities through the Activity Management Cycle.
- Management of the initiation of projects or other development interventions through a process of identification, feasibility, design and appraisal.
- Participation in the tendering of work including the development of terms of reference and contractor selection processes.
- Management of the relationship with and performance of contractors.
- Monitoring and management of the progress, risks and impact of development interventions.
- Management of agreed exit strategies and review/evaluation processes for all development interventions.

**Technical**

- Leadership and provision of briefings for PDG and the Ministry and for the wider public sector.
- Proactively maintain and develop expertise in a cross cutting area (gender, human rights, environment) for integration into development practices.

**Financial & Contract Management**

- Development and oversight of programme budgets, cash flows, and financial approvals.
- Management of contracts, contract performance, outputs, contract variations.
- Oversight of the financial management, and accountability systems for projects, activity payments or grants.
Ministerial & Interdepartmental Support

- Provision of Ministerial and inter-departmental support. Including the preparation of briefs, submissions, talking points, speeches and media releases; accompanying officials on visits; and responding to OIA requests, ministerial correspondence and parliamentary questions.

Relationship Management

- Develop and maintain key relationships both internally and externally in order to advance the division’s objectives.
- Contribution to outreach initiatives.
- Representation on behalf of the Ministry, at meetings and negotiations in New Zealand and overseas.

Organisational Responsibilities

- Demonstrate the organisation’s values, goals, policies and procedures in all aspects of work.
- 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.
- 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.
- Using the Ministry’s Capability and Leadership Frameworks, identify and participate in opportunities for learning and development, including through regular coaching and mentoring.
- Identify and pursue opportunities to build specialised skills, knowledge and experience aligned with the Ministry’s Strategic Framework.
- Contribute to Ministry-wide projects and emergency response situations.
- Be aware of and adhere to the Ministry’s Health and Safety policies and procedures.
- 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.

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

Qualifications

• Relevant tertiary qualification
• Post-graduate degree in development economics or a relevant field is desirable

Experience

• Experience working in the development sector, ideally in the Pacific
• Experience in representing an organisation externally and internationally
• Experience of building effective cross-cultural relationships
• Proven experience understanding and integrating cross cutting issues including gender, human rights and environmental issues and their application in programming activities and advice in developing countries

Knowledge

• An understanding of the socio-economic context of developing countries
• An understanding of sound development principles and the process required to deliver successful outcomes
• An in-depth and up to date understanding of the international development principles and practices for effective and efficient aid delivery.
• An understanding of Programme and Activity Management processes to turn financial resources into effective development outcomes
• An understanding of bi-cultural and EEO issues
• Strong understanding of tikanga and Treaty of Waitangi principles
• Understanding of the Machinery of Government and the Government decision making process

Skills

• Strong written and verbal communication skills
• Proven ability to convey complex information logically and concisely
• Ability to research andanalyse issues and demonstrate appropriate recommendations
• Ability to plan, organise and monitor tasks at strategic, programme and project level
• Ability to effectively prioritise and organise own workload consistently meeting agreed deadlines
• Ability to coordinate and manage a range of complex tasks simultaneously
• Strong interpersonal skills with an ability to work successfully with a diverse range of people
• An ability to build, maintain and leverage relationships with key internal and external contacts
• A sound level of judgement and decision making skills
• Ability to work effectively with colleagues across the group and wider Ministry
• Strong qualitative and quantitative analytical skills
• Sound policy analysis and development skills
• Project management skills
- Facilitation skills
- Delivers to deadlines
- Proven results orientation and demonstrated outcome focus

Relationships

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

Internal
- Divisional Manager and Unit Manager
- Group and division staff
- Other MFAT staff, both onshore and offshore

External
- Minister of Foreign Affairs and Trade
- Other government departments and agencies
- International Development Agencies
- Partner Governments
- Suppliers and Contractors
- Other organisations and individuals as appropriate

Mandatory Role Requirements

- You must be able to obtain and maintain an appropriate New Zealand Government Security clearance.
- You must hold New Zealand citizenship, or be (or be eligible to be) a New Zealand permanent resident, at the time of applying for the role.