

Position description: Treaty Support Officer

Part-time (15 hours per week; 1 year fixed-term)

The Treaty Support Officer provides administrative support to MFAT's Legal Division in the areas of international treaty-making and mutual legal assistance.

This role is at an intern-equivalent level and is remunerated accordingly. It would suit a current law student interested in part-time work.

Specific tasks include:

- Formatting, printing and binding treaty and arrangement texts in preparation for signature
- Publication of treaties in the New Zealand Treaty Series and presentation to the House of Representatives
- Maintenance and updating of the New Zealand Treaty Archive and New Zealand Treaties Online (www.treaties.mfat.govt.nz)
- Registration of treaties with the United Nations
- Responding to treaty-related enquiries from the public and other government agencies
- Processing and forwarding documents in mutual legal assistance and private international law matters
- General legal research for members of Legal Division

Applicants should be able to demonstrate close attention to detail, excellent IT skills, and the ability to work independently and carry out research tasks. An understanding of the basic principles of international law or government processes would be desirable.