

Position Title - Ingoa Tūranga

Driver / Administrator

Group - Puni

Americas and Asia Group

Reports to - Menetia

Local Administration Manager - SEP

About the Public Service - Mō te Ratonga Tūmatanui

The public service works collectively to make a meaningful difference for New Zealanders. The Public Service Act 2020 states that the purpose of the public service is to support constitutional and democratic government, enable both the current Government and successive governments to develop and implement their policies, deliver high-quality and efficient public services, support the Government to pursue the long-term public interest, facilitate active citizenship and act in accordance with the law.

We have an important role in supporting the Crown in its relationships with Māori under the Treaty of Waitangi/te Tiriti o Waitangi. Whilst there are many diverse roles, all public servants are unified by a spirit of service to the community and guided by the core principles and values of the public service in our work.

About the Ministry - Mō te Manatū

The Ministry of Foreign Affairs and Trade (the Ministry) acts in the world to build a safer, more prosperous and more sustainable future for New Zealanders. We do this by building connections with and influencing other countries to advance New Zealand's interests, project New Zealand values and secure the outcomes that matter to New Zealand. We pursue the Government's international priorities and provide advice to the Government on the implications for New Zealand of what is happening in the world.

Our work contributes to the wellbeing of New Zealanders 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.

Diversity and Inclusion - Kanorau, Kauawhi

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.

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

The Ministry recognises the importance of staff having flexibility around work hours and working arrangements to maintain a work/life balance. In turn there may be some situations where the Ministry's business deliverables require staff to be available during certain hours of the day or for longer periods to meet a temporary surge in work requirements.

About the Position - Mō te Tūranga

The Driver is responsible for providing safe, reliable and professional driving services in support of official transport requirements for the New Zealand High Commission and New Zealand Government agencies as required.

The role also provides basic administrative and logistical support to the office, including maintaining vehicle records, assisting with official documentation and supporting visits, events and operational activities.

Key Accountabilities - Kawenga Matua

The following key accountabilities of this role assist in delivering the Ministry's purpose:

Driving

- Provide safe, reliable and professional driving services for official duties.
- Provide VIP driving support for senior officials and visiting delegations as required.
- Support transport requirements for New Zealand High Commission staff and other New Zealand agencies where approved.
- Assist with collection and delivery of official items, documents or equipment.
- Maintain a high standard of professional conduct and discretion when transporting passengers.
- Assist with airport transport and facilitation for visiting delegations and official guests where required.

Vehicle Management and Servicing

- Maintain official vehicles in a clean, safe and roadworthy condition at all times.
- Ensure vehicle registrations, licences, insurance and permits remain current and compliant with local regulations.
- Arrange vehicle servicing, repairs and inspections as required.
- Monitor fuel usage and maintain accurate fuel and vehicle records.
- Maintain vehicle logbooks ensuring journeys are accurately recorded.

Administrative Support

- Maintain accurate vehicle documentation, records and logbooks in accordance with High Commission requirements.
- Assist with the receipt, sorting and distribution of incoming correspondence and materials, including support for the weekly diplomatic airfreight bag (receipt and distribution of incoming items and preparation of outgoing material).
- Provide basic administrative support, including document handling, photocopying, scanning, and maintaining simple registers or records.
- Provide basic computer-based administrative support, including data entry and updating simple records or spreadsheets.
- Assist the Finance Officer with basic administrative and data entry tasks, including support for accounts and finance processing as required.
- Assist with logistical and administrative support for official visits, meetings, events and operational activities when required.

Liaison

- Maintain effective working relationships with other diplomatic drivers and relevant local service providers.
- Liaise with government offices, airport authorities and service providers when required to support official duties.

Health & Safety Responsibilities

- Be aware of and adhere to the High Commission's Health and Safety policies and procedures
- Report any health and safety incidents immediately

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

Skills, Knowledge and Experience - Tohu Mātauranga, Pūkenga, Mātauranga, Wheako

The Driver will have the following experience, skills and knowledge:

Experience:

- Demonstrated experience in professional driving, preferably providing VIP or diplomatic driving services for senior officials, embassies, international organisations or corporate executives
- Strong knowledge of New Delhi roads, diplomatic areas, government offices, airports and major routes, with the ability to plan efficient routes and respond to changing traffic conditions
- Experience providing basic administrative support in an office environment is desirable
- Experience working in a professional or diplomatic environment is desirable

Skills and knowledge:

- Excellent and safe driving skills, including experience providing professional or VIP driving services for senior officials or visiting delegations.
- Good knowledge of vehicle care and basic maintenance, including routine checks and identifying when servicing or repairs are required
- Ability to communicate effectively in English, including understanding instructions and interacting professionally with international staff and visitors
- Ability to use a computer and perform basic administrative tasks, including data entry, maintaining records, logbooks and simple spreadsheets
- Ability to assist with basic finance and administrative processing, including supporting document handling and data entry when required
- Strong organisational skills, with the ability to manage vehicle schedules and prioritise tasks effectively

- Strong interpersonal and communication skills, with the ability to work with a wide range of people in a multicultural environment
- High standard of personal presentation, professionalism and customer service
- Ability to work independently and exercise sound judgement when carrying out duties
- Ability to maintain confidentiality and discretion when transporting passengers or handling official information
- Demonstrated teamwork and collaboration, while also being able to respond flexibly to changing operational requirements.

Other

- Hold a valid Indian driver's licence with a clean driving record.
- Ability and willingness to work outside normal working hours when required.

Relationships - Pātahitanga

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

Internal (within the High Commission):

- Head of Mission
- Counsellor (Management) and Consul
- Other local and New Zealand based staff at the High Commission
- Other New Zealand Agencies represented at the High Commission

External (outside the High Commission):

- Ministry of External Affairs
- Other Diplomatic Missions
- Indian government departments and service providers

Delegations - Whakatautapatanga

- The position has no financial responsibilities as per the Financial and HR delegation schedule.