



**NEW ZEALAND**  
FOREIGN AFFAIRS & TRADE

## POSITION DESCRIPTION

### Position Title

Development Programme Administrator. One year fixed term.

### Embassy

Bangkok

### Reports to

First Secretary, Development

### Date

July 2026

### Salary Range

Baht 488,085 – 660,000 per annum (starting salary range dependant on qualifications and experience)

### About the Embassy – Te Aka Aorere

The Embassy represents the New Zealand Government to the highest standards of professional excellence in diplomacy, trade negotiations, international development and consular services. This is done by building connections with the host country that enables the New Zealand Government to achieve more than they could alone.

The Embassy takes a distinctively New Zealand approach, reflecting New Zealand's diversity and heritage.

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 Embassy 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.

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### About the Position - Mō te Tūranga

The Embassy in Bangkok is responsible for managing New Zealand international development cooperation (IDC) in Cambodia, Lao PDR and Thailand. We work with partner governments and a diverse range of partners to support sustainable and inclusive development in areas and sectors where New Zealand has recognised expertise, such as: climate and economic resilience; peace and security; and building knowledge and skills through an extensive scholarships programme. The Embassy also provides support for implementing and monitoring Mekong sub-regional and selected regional activities.

The Development Programme Administrator will support the implementation of New Zealand's international development cooperation. This will involve supporting the management/ monitoring of development cooperation activities, implementation of the New Zealand Manaaki Scholarships Programme and Head of Embassy Fund, as well as providing broader assistance to the Embassy Development team.

**The role would suit a graduate or someone early in their career, seeking to gain international development experience in a dynamic and supportive workplace.**

This role is based at the New Zealand Embassy in Bangkok with periodic travel to the countries of accreditation.

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### Key Accountabilities - Kawenga Matua

The following key accountabilities of this role assist in delivering the Embassy's purpose.

#### Role Specific

- Support the management of New Zealand IDC activities, including monitoring and reporting, relationship management, contract management and related administrative tasks.
- Assist the Scholarships Officer to administer Manaaki New Zealand Scholarships, English Language Training for Officials (ELTO) and NZ Short-term Training Awards across Cambodia, Lao PDR and Thailand. This includes preparing and managing information in systems and databases, managing enquiries, corresponding with relevant suppliers and scholars, and supporting a range of administrative tasks.
- Contribute to the management of the Head of Embassy Fund, a small-grants fund by collating and assessing applications, and applying organisational business processes.
- Support the development of new project concepts and designs, including supporting business case development and contracting management processes where applicable.
- Prepare social media and other communications, profiling our development cooperation activities.
- Represent the New Zealand Embassy at meetings and briefings with officials, development partners and suppliers and report as needed.
- Organise and arrange events. meetings and logistics for the development team and wider Embassy.

- Other duties in support of the delivery of New Zealand's IDC and the Embassy as required.
- Strengthen and support relationships with key stakeholders including partner governments, implementing partners, other development partners and civil society actors.
- Travel to countries of accreditation or regions of activity coverage.

### **Activity Management support**

- Contribute effectively to the design, appraisal, implementation, management and monitoring of IDC activities in consultation with First Secretary Development and other Post staff and PDG staff in Wellington.
- Ensure efficient and effective management of IDC activities including sound application of PDG business processes, contract and financial management, and activity quality standards.
- Monitor expenditure against activity budgets for agreed activities.
- Monitor activities and prepare annual activity monitoring reports for assigned activities.
- Contribute to briefing and reporting requests as required.

### **Relationship Management**

- Establish and maintain productive and harmonious working relationships across all internal/ external stakeholders.

### **Visits and Events**

- Assist as required in planning and managing the post's visits and events.

### **Organisational Responsibilities**

- Ensure all policies and procedures are adhered to.
- Be aware of and adhere to the Health and Safety policies and procedures.
- Contribute to Post-wide projects and emergency response situations.
- Demonstrate an awareness of and act consistently with post and Ministry values/
- Be aware of and adhere to the Post's Code of Conduct.

### **Health and Safety**

The Embassy 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.

### **Knowledge Management**

- Contribute to the continuous development of the Embassy's knowledge base by using the Embassy's internal systems, sharing information and data with relevant staff.

### **Security**

- Be familiar with the Embassy Security Instructions and adhere to these at all times.

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

You must have the following qualifications, skills and experience:

- Relevant tertiary qualification(s) ideally relating to international development or relations, economics, climate change, peace and governance or public sector administration.
- Sound knowledge of Southeast Asia and development priorities and challenges.
- Ability to collate and prepare information in a clear and meaningful manner.
- Excellent computer and keyboard skills with advanced competency in the Windows operating environment, including Excel and Word.
- An excellent standard of written and spoken English. Thai, Khmer and/ or Lao language competencies also valued.
- Willingness to work in a small team and to undertake tasks for colleagues as required.
- Well-developed planning and organisational skills, including ability to prioritise tasks effectively, work under pressure and demonstrate resilience.
- The ability to develop, build and maintain working relationships with partners including officials, scholarship students, contractors and other development partners.
- Displays personal integrity and an honest and ethical approach.
- Demonstrates the motivation and ability to improve own capability; including self-awareness and self-improvement focus.
- Willingness to travel in countries of accreditation.

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### **Relationships – Pātahitanga**

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

Internal (within Embassy)

- First Secretary (Development)
- International Development Cooperation Team Members
- Other MFAT staff, including the Head of Mission
- Other post staff, including from other New Zealand government agencies;

External (outside Embassy)

- Staff at MFAT's head office in Wellington, particularly Global and Humanitarian Development Division and Development Partnerships Division.
- Other New Zealand government departments and agencies working in the region;
- Government, central and sectoral agencies, business, academia, regional and international organisations, other diplomatic missions and development partners in countries of coverage;

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**Mandatory Role Requirements - Whakaritenga Tūranga Whakahauanga**

- Ability to obtain and maintain appropriate security clearances.
- The job holder is expected to perform such other duties as can reasonably be regarded as incidental to the position description and such other duties reasonably within their experience and capabilities as may be from time to time.