

22 July 2021

Personal details removed for proactive release

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OIA 27554

I refer to your email of 5 July 2021 in which you request the following under the Official Information Act 1982 (OIA):

Please provide the following under the Official Information Act 1982:

- 1. All MFAT roles into which staff are posted, which do not require the staff member to be a foreign policy officer.*
- 2. The remuneration range that applies to each of these roles.*

Under the Foreign Affairs Act 1988, all roles into which staff are posted require that the person undertaking the offshore assignment is an employee of the Ministry of Foreign Affairs and Trade (the Ministry) or on secondment to the Ministry. Roles do not have to be filled by a foreign policy officer.

Ordinarily, foreign policy officers are assigned into most offshore roles, given their specific training and development in the skills and capabilities required of the role.

The main exception is a small number of Administration Manager, ICT, and business support roles at post where the assignee is not normally a foreign policy officer.

There are also, customarily, a small number of Head of Mission (HOM) or Head of Post (HOP) roles where the appointee may not have been a foreign policy officer. HOM and HOP appointments are made by the Governor-General on recommendation from the Minister of Foreign Affairs.

There are 245 roles that staff can be assigned into on a posting. In the attached Annex, we have aggregated these 245 roles into the most common job categories, in order to protect individual confidentiality. The minimum and maximum of the remuneration range (in NZ\$) that applies to each job category is also provided.

Please note that we may publish this letter (with your personal details redacted) on the Ministry's website.

If you have any questions about this decision, you can contact us by email at: DM-ESD@mfat.govt.nz. You have the right to seek an investigation and review by the Ombudsman of this decision by contacting www.ombudsman.parliament.nz or freephone 0800 802 602.

Nāku noa, nā



Julie-Anne Lee
for Secretary of Foreign Affairs and Trade

Annex: Appointments to offshore posts – role type and salary

Job Title	Number of roles	Band min	
		Min	Max
Ambassador	26	155,182	280,900
High Commissioner	16	134,052	280,900
Consul-General / Chargé d'affaires / Permanent Representative	12	113,856	280,900
Deputy Head of Mission / Deputy High Commissioner / Deputy Permanent Representative	13	113,856	209,952
Counsellor	22	95,555	181,364
First Secretary	70	78,540	209,952
Second Secretary	55	68,449	129,281
Other Foreign Policy Staff	5	95,555	209,952
Administration Manager	7	68,449	106,260
ICT Support	5	78,540	106,260
Business Support and Admin	14	50,240	129,281