

## Position Title - Ingoa Tūranga

Executive Assistant to the Military Adviser and Team Administrator

## Group - Puni

MLG

## Division - Tānga

New York

## Reports to - Menetia

Administration Manager

---

### About the Public Service - Mō te Ratonga Tūmatanui

*Mahi tōpū ai ngā Kaimahi Tūmatanui e whai tikanga ai te noho a ngā tāngata o Aotearoa. Hei tā te Public Service Act 2020 ko te pūtake o ngā Kaimahi Kāwanatanga, ko te tautoko i te kāwanatanga whai ture me te kāwanatanga manapori; ko te āwhina i te Kāwanatanga o te wā nei me ē anamata ki te whakawhanake, ki te whakatinana hoki i ā rātou kaupapa here; ko te tuku i ngā ratonga tūmatanui e nui ana te kounga, e nahanaha ana anō hoki; ko te tautoko i te Kāwanatanga e tūroa ai te whai oranga o te marea; ko te huawaere i te whai wāhitanga o te kirirarau ki te ao tūmatanui me te whakatutuki i ngā mahi i runga i tā te ture i whakahau ai. E hiranga ana te wāhi ki a mātou ki te tautoko i te Karauna i ana hononga ki ngā iwi Māori i raro i te Tiriti o Waitangi. Ahakoa he nui ngā momo tūranga mahi, e tapatahi ana ngā kaimahi tūmatanui i roto i te whakaaro nui ki te hāpai i ngā hapori, ka mutu, e arahina ana ā mātou mahi e ngā mātāpono matua me ngā uara o ngā Kaimahi 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 and 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 New Zealand Permanent Mission in New York represents the New Zealand Government to the highest standards of professional excellence in multilateral diplomacy and international development at the United Nations (UN). This is done through building and enhancing relationships with UN agencies and Member states to enable the Government to fulfil its multilateral priorities and international obligations. This role also assists the New Zealand Defence Force's Military Adviser to achieve their interests at the UN.

The Mission takes a distinctively New Zealand approach that reflects our country's culture diversity and heritage. Impact, Kotahitanga, Courage and Manaakitanga are core values to which the Mission aspires. NZDF also has distinctly New Zealand Values, Tū Kaha (Courage), Tū Tika (Commitment), Tū Tira (Comradeship) and Tū Maia (Integrity). It is important that both organisations are represented with high esteem.

The Executive Assistant is responsible for providing administrative support to the Military Adviser (MILAD) for 50% of the time, and the wider New Zealand Mission. This requires someone adept at prioritising time to efficiently service competing demands.

This position also supports the Executive Assistant to the Permanent Representative with organising events and meetings, as required.

---

### Key Accountabilities - Kawenga Matua

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

#### Executive Support and Administration

- Provide administrative services to the MILAD, including managing invitations, scheduling appointments, liaison of guests, drafting of correspondence, Third Party Notes and other duties, as required
- Manage the MILAD budget and expenditure, including credit card reconciliations and monitoring of representational budgets
- Assist the MILAD with documentation processing for UN Missions and their accompanying personnel including vacancies, secondment paperwork and visit clearances
- Provide administrative support to the MILAD to prepare and submit expenditure reporting, and from time to time support other members of the Mission with their expenditure documentation and reporting
- General administration duties, including managing representational expenditure, travel, medical, credit card processing and other claim receipts
- Manage annual projects, such as the UN Handbook distribution and presentation gifts to UN Missions, and other ad hoc projects
- Provide ad-hoc administrative support to the wider policy team, as required
- Support the Executive Assistant to the Permanent Representative, Team Administrator and wider Administration team during absences and leave
- Attend meetings on behalf of the MILAD as required and providing notes on topics discussed.

## Functions & Events

- Manage arrangements for Mission and MILAD functions, including receptions, dinners, lunches, seminars and meetings. This includes ANZAC Day Events. This will include:
  - Arranging venues and catering
  - Managing protocol standards (using correct titles, seating plans, menu selection etc.)
  - Knowledge of protocol for events
  - Manage invitations, RSVPs and guest lists
  - Manage setup of functions on and off-site
  - Develop agendas and run sheets
  - Following up with attendees as required after the event
  - Keep Upcoming Events Spreadsheet up-to-date
  - Support the Team Administrator and Executive Assistant with other functions and events as required
- Monitor representational budget and expenditure, and prepare representational claims for the MILAD
- Assist the Military Adviser with Anzac Day functions and events.

## Visits

- Assist with visiting NZDF, NZMOD, NZ Police, MFAT and Government delegations including managing programmes, liaising with other UN Missions and arranging transportation and other logistical requirements
- Contribute to the support and planning for official visits, including preparation of programmes, making appointments and arranging transportation and logistics
- Arrange UN accreditation and passes for visiting delegates and other visitors to Post

## Front Desk

- Operate the Mission telephone switchboard, control visitor access via main entrance and freight elevator, screen visitors and callers, take messages, accept deliveries, respond to general information enquiries
- Meeting and greeting visitors at the Mission in the spirit of New Zealand hospitality
- Input visitor names into the Passage Point security register
- Provide building access to staff and visitors

## Technology

- As Post Technology Coordinator (PTC), act as the central point for IT problems at Post and liaise with MFAT's Service Centre and Embassy in Washington as required
- Provide comprehensive IT support at/to office, including:
  - Provision of first level IT support to all office staff, i.e. LANs, desktop PCs, laptops, printers, mobile devices, etc.
  - Provision of first level support for "other IT systems" at the office, i.e. internet services, WAN services, audio/visual suites etc.
- Participate in IT projects as required, i.e. rollout of new equipment/systems
- Develop and manage positive relationships with clients, colleagues and suppliers

## Organisational Responsibilities

- Understand the NZDF and MFAT strategic priorities and high-level outcomes framework and how this role contributes to the framework
- Understand and apply the strategic context in which the NZDF and MFAT operate, including priorities and perspectives of the Ministers, partner agencies, and external stakeholders
- 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.
- Be aware of and adhere to the Ministry's Health and Safety policies and procedures
- Share in the responsibility for health and safety in the work environment by carrying out work-related activities in accordance with safe operating procedures and by accurately reporting all hazards, accidents and incidents
- 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, including contributing to/presenting at internal learning and development opportunities

---

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

The Executive Assistant and Team Administrator will have the following experience, skills and knowledge:

Experience:

- At least three years' experience as an Executive Assistant, Team Administrator or similar administrative role
- Experience in management of finances for a busy executive
- Demonstrated experience in time management and prioritization
- Experience with organising events

Skills and knowledge:

- An understanding of the purpose of the Ministry of Foreign Affairs and Trade
- An understanding of the purpose of the New Zealand Defence Force
- Demonstrated ability to contribute to, and work within, a team
- Excellent written and oral communication skills
- Demonstrated ability to build and maintain effective relationships
- Advanced Microsoft Office suite skills
- Well-developed planning and organisational skills, including ability to prioritise tasks effectively and work under pressure
- Strong customer focus, with the ability to communicate effectively with a range of people
- Possess a strong achievement/delivery focus – sets high standards including accuracy and attention to detail
- Ability to work autonomously and within guidelines, demonstrating the use of sound judgement
- Demonstrated commitment to continuous improvement, including adaptability and openness to change
- Ability to anticipate issues and problems and think of creative solutions
- Flexibility and willingness to adapt to changing job demands
- Display personal integrity and an honest and ethical approach
- Understanding of The Treaty of Waitangi/Te Tiriti, Te Reo Māori and Māori customs and protocols would be beneficial

---

## Relationships - Pātahitanga

The Executive Assistant and Team Administrator position reports directly to the Administration Manager and Military Adviser, and is required to build and maintain the following relationships:

Internal (within Post)

- Permanent Representative
- Deputy Permanent Representative
- Administration Team
- Policy Team
- Other Mission staff

External (outside Post)

- Various UN Departments and Offices
- UN Missions
- Administrators in other key diplomatic Missions
- Other New Zealand Agencies, including visiting delegations

## Delegations - Whakatautapatanga

- Delegations are set out in the Ministry's Instrument of Delegation
- 

## Mandatory Role Requirements - Whakaritenga Tūranga Whakahauanga

- You must hold New Zealand citizenship
  - You must be able to obtain and maintain an appropriate New Zealand Government Security clearance
- 

## References

- **Ministry's Strategic Intentions 2024-2028**  
Available here: <https://www.mfat.govt.nz/en/about-us/our-strategic-direction/>