NEW ZEALAND
FOREIGN AFFAIRS & TRADE
Manatū Aorere

Position Description

Position Title - Ingoa Tūranga
Policy Adviser and Translator

Group – Puni
EMA

Post - Pou
Abu Dhabi (also accredited to Qatar)

Reports to - Menetia
Deputy Head of Mission

About the Post - Mō te Pou

The New Zealand 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 UAE that enables the New Zealand Government to achieve more than it could alone.

The Embassy takes a distinctively New Zealand approach, reflecting New Zealand's diversity and heritage. Our values are impact, kotahitanga (strength through diversity), courage and manaakitanga (we honour and respect others).

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 Embassy 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 Policy Adviser/Translator is responsible for contributing to the advancement of New Zealand's foreign policy interests in the UAE and Qatar and supporting the Post's engagement with government officials, local contacts and the business sector. This includes conducting research and analysis, preparing reports, briefings and other documents, and managing local programme development for visiting Ministers and officials.

This position is also responsible for local media monitoring, leading the Embassy's social media platforms, and is the primary translator (with a focus on written and oral communication/exchanges with host/accreditation via diplomatic note).

The position may be required to undertake, or provide backup to, a wide range of activities in support of the Embassy operational objectives.

Key Accountabilities - Kawenga Matua

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

Policy Advice

- Identify, research and analyse key political/social, defence/security, economic, trade and investment issues and emerging trends in host and accredited countries (aligned with the Post's strategic priorities);
- Contribute to, and develop, written reports in areas of interest to New Zealand, in coordination with seconded staff;
- Monitor, analyse, summarise (and if required translate) media sources (including on social media) for key issues of relevance to New Zealand;
- Effectively contribute to the Post's map of relationships that matter: decision makers, policy-makers, thinkers and influencers (and others you identify);
- Track and alert seconded staff to trending issues and political/security/economic developments;
- Track bilateral trade and investment statistics on a six monthly basis;
- Support seconded staff as required on official calls, including through pre-briefings;
- Represent the Embassy at meetings, events, conferences and seminars if requested, providing a written report back.

Visits and Events

- Contribute to the identification, development and management of local programmes for incoming and outgoing Ministerial and official visits, and maintain a visit database;
- In consultation with seconded staff develop visit and event objectives, contribute to local briefings and guests lists, and specify key protocol requirements;
- Working closely with the Executive Assistant, identify and plan for events at the Official Residence, with a focus on developing objectives and identifying and cultivating local contacts;
- Contribute to the development of the Embassy's public diplomacy events in coordination with seconded and other local staff.

Communications and Outreach

- Contribute to the development of the Embassy's communications strategy and objectives, and lead responsibility for day to day posting and campaigns (in English and Arabic) on Embassy social media;
- Assist in identifying, developing, organising and undertaking consitutency building liaison, public diplomacy and profile raising events that promote New Zealand's interests;
- Develop and maintain contacts with appropriate in country Government agencies, trade and business organisations, relevant research/academic institutions, think tanks, civil society, media and other organisations of interest;
- Liaise regularly with counterparts internally - in New Zealand agencies – and externally, with counterparts in likeminded missions;
- Be a point of contact for media and interview enquiries, and cultivate and maintain media contacts through effective networking.

Translation and Protocol

- Provide accurate and timely two way translation services for official and general correspondence, documents and other publications;
- Prepare the Post's Third Person Notes and written communication with host/accredited Governments and maintain up to date electronic records of them (a note register);
- Provide daily media monitoring of local Arabic platforms including following key contacts on social media;
- Provide accurate interpretation services at official meetings and functions (when required) involving staff, Ministers and officials;
- Offer guidance and assistance to HOM and seconded staff on United Arab Emirates/Qatari protocol issues and provide advice on culturally sensitive matters so as to maintain good contact and relations with the host government;

- Provide back-up translation support from time to time on logistic/protocol notes;
- Provide other general translation support as may be required from time to time.

Consular

- Contribute to Post contingency planning efforts and any responses to a crisis in UAE.

Security

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

Relationship Management

- Develop and maintain key relationships both internally and externally in order to advance the post's objectives.
- Maintain a written record of priority relationships for the Embassy and their contact details.

Knowledge Management

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

Health and Safety

The organisation is committed to providing a safe and healthy working environment for all staff, including contractors and other workers, both on and offshore.

You are required to:

- Take 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.
- Comply with reasonable ministry instructions to ensure the ministry is able to comply with the health and safety at work act 2015.
- Identify and report hazards, injuries, illness and incidents, including near misses, that arise from your work or in the workplace.
- Identify and eliminate, or mitigate, health and safety risks - so far as it's reasonably practicable, and consulting with others in doing so.
- Raise health and safety matters with your manager, health and safety representative or contact as appropriate.
- Ensure that all health and safety incidents, injuries or near misses are immediately reported through the Risk Manager.
- Ensure that significant hazards and risks or critical incidents are drawn to the immediate attention of your manager.

Organisational Responsibilities

- Understand the Embassy strategic priorities and high-level outcomes framework and how this role contributes to the framework.
- Understand and apply the strategic context in which the Embassy operates, including priorities and perspectives of the Ministers, partner agencies, and external stakeholders.
- Be aware of and adhere to the Embassy 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 Embassy knowledge base by using the Embassy 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 Policy Adviser and Translator will have the following experience, skills and knowledge:

The following is required:

- Relevant tertiary qualification – international relations/politics, economics, liberal arts, law or relevant degree;
- Experience in research and analysis and/or extensive media monitoring and reporting experience;
- Ability to think critically, to anticipate issues/problems and consider create solutions that would be suitable for the local context;
- Excellent written and oral communication skills (English and Arabic);
- Understanding or willingness to learn about the UAE and Middle East region;

- Understanding of local media sources, and adept user of social media.

Skills and knowledge:

You must have the following qualifications, skills and experience:

- Relevant tertiary qualification – international relations/politics, economics, liberal arts, law or relevant degree;
- Experience in research and analysis and/or extensive media monitoring and reporting experience;
- Ability to think critically, to anticipate issues/problems and consider create solutions that would be suitable for the local context;
- Excellent written and oral communication skills (English and Arabic);
- Understanding or willingness to learn about the UAE and Middle East region;
- Understanding of local media sources, and adept user of social media;
- Demonstrated ability to contribute to and work within a team;
- Sound interpersonal skills and a demonstrated ability to build and maintain effective relationships both internally and externally;
- Excellent Microsoft Office suite skills, especially Microsoft outlook and calendar, Excel and Word. Training will be provided for specialist in house systems;
- Well-developed planning and organisational skills, including ability to manage competing priorities, balance and 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 and follow up without prompting (e.g. on pending information);
- Demonstrated commitment to continuous improvement, including adaptability and openness to change;
- Displays personal integrity and an honest and ethical approach;
- Valid UAE Driving Licence with ability to drive Embassy vehicles (ideal but not mandatory).

Relationships - Pātahitanga

The Policy and Translator is required to build and maintain the following relationships:

Internal (within Post)

- Ambassador
- Deputy Head of Mission (direct manager)
- Other post seconded and locally employed staff
- Other agencies and their staff
- Relevant New Zealand Ministry divisions in Wellington

External (outside Post)

- UAE and Qatar Ministries of Foreign Affairs
- Peers in likeminded missions
- Federal and local government contacts
- Research/academic, think tanks, charity contacts, and semi-Government entities
- Business contacts and community (local and New Zealand in country)
- New Zealand community contacts
- Consultancies, banks, lawyers and other key sectoral contacts as relevant

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Delegations – Whakatautapatanga

- The role has no direct reports.
- Delegations are set out in the Ministry's Instrument of Delegation.

Mandatory Role Requirements - Whakaritenga Tūranga Whakahauanga

- You must be able to obtain and maintain an appropriate security and/or police clearance.
- You must have the legal right to live and work in UAE.

References

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