

Position Description

Position Title - Ingoa Tūranga
Executive Assistant

Group - Puni
MLG/DCE/TEG

Division - Tangā
Geneva Post

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 ō 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 - 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.
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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

About the Post – Tangā

About the New Zealand Permanent Mission in Geneva

The New Zealand Permanent Mission in Geneva represents the New Zealand Government in multilateral diplomacy at the United Nations (UN) and at the World Trade Organisation, as well as other international organisations such as the World Health Organisation (WHO) based in Geneva. This is done through building and enhancing relationships with UN and WTO Member States and with international organisations and other stakeholders to enable the Government to fulfil its multilateral priorities and international obligations. The Mission takes a distinctively New Zealand approach to its work that reflects our country's culture, diversity and heritage.

About the Position - Mō te Tūranga

The Executive Assistant, collaborating with the other Executive Assistant/Communications Assistant, is responsible for providing support to the substantive policy work of the Mission through administrative support to the Head of Mission (UN and Disarmament Ambassador) and WTO Ambassador, and helps to lead and deliver the Mission's visits and events.

Mandatory Role Requirements - Whakaritenga Tūranga Whakahauanga

You must be a New Zealand citizen and able to obtain and maintain an appropriate New Zealand Government Security clearance.

Key Accountabilities - Kawenga Matua

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

Administrative Support and Diary Management

- Administrative support tasks for both the UN and Disarmament Ambassador (Head of Mission) and WTO Ambassador, including comprehensive diary management, meeting and call management, scheduling appointments, coordination of all invitations, meeting and greeting of visitors, drafting and collation of correspondence and requirements for the Ambassadors' attention.
- Arrangement of hospitality needs at the Mission and two Official Residences.
- Arrange and manage the Ambassadors' and staff's official travel outside Geneva, including to international meeting destinations, including flights, accommodation, programme, airport transfers, visas, IT needs and liaison with other Posts at destinations (where appropriate).

- Arrange staff transport and travel requirements in Geneva.
- Management (preparation, dispatch, distribution) of incoming and outgoing diplomatic bags.
- Other administrative tasks as required by the Administration Manager.

Operational Support

- Management of Mission Mailbox and Formal Messages on a daily basis in support of policy staff's information requirements.
- Support the policy team with travel arrangements for official travel.

Knowledge Management

- Support the continuous development of the Mission's knowledge systems through the open sharing of information within the Mission, maintaining the Mission's contact database.
- Keep Mission 'desk files' and standard operating procedures relating to this role up-to-date.

Visits and Events coordination

- Support the UN and Disarmament Ambassador (Head of Mission) and WTO Ambassador on the organisation of programmes, protocol, security and logistical arrangements for incoming official visitors to Geneva.
- Arrange and organise functions, meetings, and events including guest lists and invitations, venues, collateral, seating plans, catering, staffing requirements, including those held at the Mission and both Ambassadors' Official Residence.
- Kee/update official wine inventories at both official residences.

Organisational Responsibilities

- Ensure all Ministry policies and procedures are adhered to.
- Be aware of and adhere to the Post's Health and Safety policies and procedures.
- Contribute to Post-wide projects and emergency response situations.

Security

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

Health and Safety

The Ministry 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
- cooperating with health and safety policies and procedures
- ensuring that all health and safety incidents, injuries, near misses are immediately reported to your manager and through Risk Manager

Other

- 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.
- On occasion, this role requires work during extended hours and weekends, particularly during VIP visits.

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

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

Experience:

- Previous successful experience in an Executive Assistant capacity to a senior manager and/or leadership team.

Skills and knowledge:

- Excellent command of English, both written and oral. Professional competency in French an advantage
- Demonstrated ability to contribute to and work with a team
- Demonstrated ability to build and maintain effective relationships
- Excellent Microsoft Office suite skills
- Well-developed planning and organisational skills, including ability to prioritise tasks effectively and work under pressure
- Strong analytical and database management skills to enable the establishment and maintenance of rational and effective systems
- Strong customer focus, with the ability to communicate effectively with a range of people
- Process a strong achievement/deliver focus – set high standards including accuracy and attention to detail
- Ability to work autonomously and within guidelines, demonstrating the use of strong judgement
- Adaptability and openness to change
- Ability to anticipate issues and problems and think of creative solutions
- Display personal integrity and an honest and ethical approach
- High sense of discretion
- Hold a current, clean driver's licence and be able to drive post vehicles (as required) safely in local conditions

Additional comments:

- 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 required from time to time.

Relationships - Pātahitanga

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

- All Mission staff
- Partners in the New Zealand Ministry of Foreign Affairs and Trade, other Posts and with New Zealand Ministerial Offices (in regard to VIP visits)
- Administrators and Executive Assistants in Permanent Missions and international organisations in Geneva, Swiss Federal Office and local authorities.
- Colleagues in other New Zealand Mission across Europe.

Delegations - Whakatautapatanga

The position has no financial delegations. Any commitment of Mission funds needs to be pre-approved by the Administration Manager; the Head of Mission or the Ambassador (as appropriate).
