

Position Description

Position Title - Ingoa Tūranga
IDC Governance Adviser (403647)

Group - Puni
Pacific and Development Group

Division - Tānga
Policy and Performance

Reports to - Menetia
Unit Manager Portfolio Management

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 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 Portfolio Management Unit will be responsible for supporting the effective planning and governance of IDC funding through strategic oversight, advice, and governance and reporting on IDC funding performance management, effectiveness, and compliance. Management of IDC funding risk, including advice on risk tolerance. The Unit will be responsible for IDC funding expenditure forecasting and foresight and leading the IDC Programme's Planning and Results function. It will provide data, accountability reporting, and insights both internal and external (e.g. OECD DAC, annual public reporting, Ministerial briefings, and select committee reporting). The Unit will work closely with the Finance Division and Audit and Risk Division to ensure effective fiscal management and investment compliance.

The IDC Governance Adviser supports effective governance of the New Zealand International Development Cooperation Programme by providing high-quality governance advice and secretariat support to PDG governance groups. This role ensures governance processes are robust, transparent, and aligned with strategic objectives. It contributes to portfolio oversight by coordinating governance workflows, preparing decision-making documentation, and supporting continuous improvement of governance systems.

Key Accountabilities - Kawenga Matua

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

Role Specific

- Support the Unit Manager in maintaining governance frameworks and compliance with MFAT policies.
- Ensure governance documentation is clear, timely, and aligned with IDC priorities and MFAT standards.
- Assist in tracking decisions and actions arising from governance meetings to ensure follow-through and accountability.
- Monitor governance workflows and identify opportunities for process improvement.
- Contribute to portfolio-level reporting by collating governance insights and decisions for inclusion in performance dashboards.
- Support risk identification and escalation processes through governance channels.
- Provide secretariat support to PDG governance groups, including scheduling, agenda preparation, and accurate record-keeping of decisions.

Governance and Portfolio Support

- Build strong working relationships with governance group members, programme managers, and other stakeholders.
- Act as a trusted point of contact for governance-related queries within PDG.
- Assist in tracking decisions and actions arising from governance meetings to ensure follow-through and accountability.
- Contribute to portfolio-level reporting by collating governance insights and decisions for inclusion in performance dashboards.
- Support risk identification and escalation processes through governance channels.

Political Acumen and Public Service Responsibilities

- Demonstrate sound judgement and awareness of political context in portfolio oversight.
- Foster collaborative working relationships across the Group and Ministry.
- Navigate stakeholder environments with tact and professionalism.
- Uphold the principles and values of the New Zealand Public Service.
- Ensure portfolio decisions reflect Te Tiriti o Waitangi obligations.

International Engagement, Stakeholder Management and Representation

- Engage with internal and external stakeholders on portfolio performance and strategy.
- Represent MFAT in cross-agency and international forums on portfolio management.

Ministerial Servicing

- Contribute to portfolio-level ministerial briefings and responses.

Organisational Responsibilities

- Understand the Ministry's strategic priorities and high-level outcomes framework and how this role contributes to the framework.
- Understand and apply the strategic context in which the Ministry operates, 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.

- Treating information as taonga, and creating reliable and trustworthy records in approved systems so that they can be found and used by others
- Participate in Ministry-wide projects and emergency responses as required.

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

The IDC Governance Adviser position will have the following experience, skills and knowledge:

Qualifications

- Relevant graduate degree (e.g. international development, public policy, economics, data analytics).

Experience

- Experience in governance support or secretariat functions within a complex organisation.
- Exposure to international development or public sector environments is desirable.
- Experience in investment planning and risk management.
- Experience representing New Zealand in cross-agency or international forums.

Skills and Knowledge

- Strong understanding of portfolio and programme management frameworks.
- Skilled in data analysis, visualisation, and reporting.
- Proficient in strategic risk analysis, performance evaluation, and partner engagement.
- Strong written and verbal communication skills.
- Highly effective planning, organising, and stakeholder engagement skills.
- Understanding of the machinery of government and decision-making processes.
- Cultural competence and understanding of Te Tiriti o Waitangi.

Relationships - Pātahitanga

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

Within the Ministry:

- Unit Manager and Division colleagues
- IDC Governance groups
- Policy and programming teams
- Programme Managers
- Posts
- Other MFAT staff (onshore and offshore)

Outside the Ministry:

- Other government departments and agencies
- Development partners and implementing agencies
- Regional and international organisations
- Māori, Pasifika and wider community stakeholders

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 or Permanent Resident Visa.
- You must be able to obtain and maintain an appropriate New Zealand Government Security clearance.

References

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