

## Position Description

**Position Title - Ingoa Tūranga**  
Development Programme Officer

**Group - Puni**  
Pacific and Development Group

**Division - Tānga**  
Development People and Planet

**Reports to - Menetia**  
Unit Manager, Design People and Planet

### 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.

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### About the Position - Mō te Tūranga

The Design People and Planet Unit will be responsible for leading business casing, design, procurement and contracting for Activities which fall under DEVPP remit. This unit will work closely with bilateral and regional programming teams to develop high-quality Activity designs and business cases aligned with Concept Note specifications. The unit will draw on in-house expertise or external panels to ensure technical quality in design and business casing, including the appraisal of existing designs. The Design Unit will manage external technical advisory services and panels, and work with the Development Practice and Standards Unit to improve business processes. This Unit will oversee the full programme of DEVPP Activities in design and implementation.

The Development Programme Officer supports the delivery of New Zealand's international development cooperation activities. The role focuses on assisting with programme and activity management, including procurement, budgeting, implementation, and performance monitoring. The Development Programme Officer works closely with Programme Managers and Senior Development Programme Officers to ensure effective and efficient delivery of development investments.

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### Key Accountabilities - Kawenga Matua

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

#### Role Specific

- Supporting the business case and design process, including budget approvals, forecasting, procurement and contracting and supplier due diligence.
- Supporting the management of external panels and suppliers.
- Providing advice and support for Enquire process.
- Working closely with Posts to manage Activities in implementation to ensure intended outcomes are achieved, including contract, risk and financial management, and monitoring and reporting requirements.
- Providing timely best practice guidance for managing Activities and work packages in Enquire.
- Providing surge support for Activity management when required.

#### Programme and Activity Support

- Assist with procurement processes and contract administration.
- Support budget tracking and financial reporting.
- Maintain programme records and update tracking systems.
- Monitor supplier delivery and escalate issues as needed.
- Contribute to the preparation of business cases and reporting documents.

#### Operational Support

- Ensure compliance with Ministry policies and procedures.
- Assist with risk management and performance monitoring.

#### Political Acumen and Public Service Responsibilities

- Demonstrate sound judgement and awareness of political context when providing advice and making decisions.
- Foster collaboration across the Group and Ministry.
- Engage in complex stakeholder environments with tact and professionalism.
- Uphold the principles and values of the New Zealand Public Service.
- Support integration of Te Tiriti o Waitangi principles, inclusion, and climate resilience in programming.

#### Stakeholder Engagement

- Liaise with implementing partners and internal stakeholders.
- Support coordination and communication across teams.

#### 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.

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

The Development Programme Officer position will have the following experience, skills and knowledge:

Qualifications:

- Relevant undergraduate degree (e.g. international relations, development studies, economics, public policy).
- Relevant graduate degree (e.g. international development, public policy, economics, project management) or equivalent experience in project, programme and portfolio management.

Experience:

- Experience in administrative or programme support roles.
- Exposure to international development or public sector environments.
- Experience using information systems and managing data.
- Experience in supplier engagement.

Skills and Knowledge:

- Basic understanding of programme and activity management.
- Familiarity with procurement and budgeting processes.
- Strong organisational and communication skills.
- Cultural competence and understanding of Te Tiriti o Waitangi.

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### Relationships - Pātahitanga

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

Within the Ministry:

- Unit Manager and Division colleagues
- Policy and programming teams
- Posts
- Development Practice and Standards Unit
- Portfolio Management Unit
- 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

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### Delegations - Whakatautapatanga

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

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### Mandatory Role Requirements - Whakaritenga Tūranga Whakahauanga

- You must hold New Zealand citizenship or **New Zealand permanent residency**.
- You must be able to obtain and maintain an appropriate New Zealand Government Security clearance.

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### References

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