

Position Title - Ingoa Tūranga

Development Adviser - Humanitarian (403287)

Group - Puni

Pacific and Development Group

Division - Tānga

Humanitarian and Global Development Division

Reports to - Menetia

Unit Manager, Global Humanitarian

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 (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 Global Humanitarian Unit

The Global Humanitarian Unit is responsible for overseeing global humanitarian policy, planning, and delivery work, including:

- Overseeing New Zealand's Humanitarian Action policy and developing policy advice on global humanitarian issues.
- Managing global (outside of the Pacific) aspects of the Ministry's humanitarian plan.
- Overseeing New Zealand's contributions to global humanitarian events to achieve the Ministry's strategic priorities.
- Ensuring effective partnerships, advocacy and engagement with multilateral humanitarian organisations and processes.
- Keeping abreast of humanitarian developments and best practice and sharing insights with relevant Ministry teams and government partners with a view to lifting New Zealand's humanitarian knowledge, capability, and programme impact.
- Overseeing effective engagement and partnerships with New Zealand humanitarian NGOs.
- Supporting MFAT Coordination Centre (MCC) responses led by the Pacific Humanitarian and Disaster Management Unit.

About the Position - Mō te Tūranga

The Development Adviser – Humanitarian is responsible for managing New Zealand's humanitarian contributions in Southeast Asia and Africa. This includes due diligence, appraisal, drafting funding recommendations, contracting, financial and risk management, and evaluating and reporting on humanitarian partner results and outcomes.

The role also:

- develops Ministry policy positions on thematic issues and contributes to humanitarian briefings.
- manages relationships with key stakeholders such as UN humanitarian organisations.
- supports the response to humanitarian events and other priorities in the Pacific when required. This includes supporting our emergency response work such as work in the MFAT Coordination Centre (MCC), holding the duty phone on occasion, and as a member of the Humanitarian Deployment Team, being able to deploy offshore if required.

This role requires the ability to effectively manage a portfolio of humanitarian activities in line with business standards and systems, together with excellent relationship management ability, and good policy skills. You will need to be resilient, calm, and able to deliver under pressure. This role requires a skilled communicator who can influence international agencies. Exposure to crisis management, international development and/or humanitarian assistance, and public sector experience are highly desirable.

The Ministry supports a range of flexible work options. Humanitarian work sometimes requires work outside of standard business hours. While the role will be Wellington based, there may be opportunities for domestic and international travel, periodically and potential to join New Zealand deployment teams in the field.

Key Accountabilities - Kawenga Matua

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

- provide support and advice to managers and team members on a range of global (outside of the Pacific) humanitarian issues, including producing briefings and other Ministerial servicing as required.
- Develop and manage a portfolio of humanitarian activities in Southeast Asia and Africa, ensuring alignment with, and support for, New Zealand's wider development and foreign policy interests in those regions.
- Manage relationships with international humanitarian actors.
- Lead on the development of humanitarian policy work streams as required.
- Monitor global humanitarian crises. Advise on and implement New Zealand support options.
- Represent MFAT and the New Zealand Government at national, regional, and international fora as required.
- Assess the impact and effectiveness of New Zealand's humanitarian contributions and lead advocacy efforts to improve them.
- Contribute to timely, effective whole of New Zealand Government responses to disasters in the Pacific:
 - Serve as part of the Ministry's Wellington based response team.
 - Periodically carry the humanitarian duty phone when required.
 - Serve in the humanitarian deployment team, if required.

People and Team

- Support team members, fostering high standards in the quality of policy outputs, ensuring a culture of learning, sharing experiences and constructively challenging thinking.
- Ensure effective flow of information occurs both vertically and horizontally, within the team, division, and group, with relevant post/s, and across other parts of the Ministry.
- Build strong team spirit and level of engagement, acknowledging team contribution and achievement as appropriate.
- Ensure the performance management framework is implemented for self.

Business and Programme Management

- Ensure that humanitarian activities meet IDC activity management standards and that financial resources are appropriately distributed and managed within budget.
- Contribute to Unit reporting against the Humanitarian Plan.

Organisational Responsibilities

- Understand and apply the Ministry's strategic priorities and outcomes framework.
- Uphold the Ministry's values and contribute to a positive and inclusive team culture.
- Apply Te Tiriti o Waitangi principles and demonstrate cultural awareness.
- Comply with health and safety policies and contribute to a safe working environment.
- Maintain accurate 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 Development Adviser – Humanitarian will have the following experience, skills and knowledge:

Experience:

- Experience in the management and delivery of activities or projects
- Experience managing relationships with external stakeholders
- Experience developing policy positions and advice
- Good technical knowledge and experience of international humanitarian action or international development cooperation preferred.

Skills and knowledge:

- The ability to use and problem solve with business systems, process and tools
- Ability to think strategically and see linkage between different streams of work
- Ability to apply appropriate policy perspective and lens to establish credibility
- Strong planning and organising skills
- Financial acumen and risk management skills
- Good judgment and decision making skills
- An understanding of the Machinery of Government and the Government decision making process
- Strong qualitative and quantitative analytical skills
- Strong written and verbal skills
- Ability to build, maintain and leverage relationships with key internal and external contacts
- Good understanding of tikanga and Treaty of Waitangi principles
- Demonstrate strong media acumen
- Competent in Microsoft Office suite of products
- Ability to work effectively with colleagues.

Relationships - Pātahitanga

The Development Adviser – Humanitarian is required to build and maintain the following relationships:

Within the Ministry:

- Ministry Divisional Managers
- Ministry Unit Managers
- Other MFAT staff, both onshore and offshore.

Outside the Ministry:

- Minister/s
- Other government departments and agencies
- Diplomatic missions
- Regional and international organisations and institutions.

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**

Available here: [Our strategic direction | New Zealand Ministry of Foreign Affairs and Trade \(mfat.govt.nz\)](#)