

Events and Visits Coordinator New Zealand High Commission Singapore

The New Zealand High Commission Singapore has a vacancy for a full time Events and Visits Coordinator.

In this position, you will help support and promote New Zealand's relationship with Singapore by supporting logistical elements of the High Commission's high-tempo programme of public events and large visits, including visits by senior New Zealand Government leaders and officials. You will assist the local team with the preparation and management of logistical project phases (such as event/visit programmes, milestones, budgets), supporting health and safety assessments, and arranging airport and transport plans. You will work closely with other New Zealand and Singapore government agencies and external providers to deliver high impact visits and events.

You will need to demonstrate excellent English language written and oral communication skills, a strong attention to detail, and thoroughness following through with tasks. You will be organised and have the ability to effectively prioritise tasks and work to deadlines. You will be comfortable working in a diverse team and building good relationships with a wide range of people. You will have an awareness of, or interest in, New Zealand and the cultural dimensions of the High Commission's work. Expertise or experience in the following would be preferable:

- visits management
- project management
- previous experience working in a diplomatic mission

The annual salary for the position starts at SGD 55,000 and is subject to negotiation, dependent upon your skills and experience.

If this sounds like you, please download the application form from [New Zealand High Commission Singapore | New Zealand Ministry of Foreign Affairs and Trade](#) and see the full job description below. For more information about the High Commission, please see the same website. Please submit your application in English.

This is a locally engaged position. The terms and conditions of employment will be in line with Singapore employment legislation. The successful applicant, if resident outside of Singapore, will be responsible for costs associated with relocation to Singapore and accommodation in Singapore.

Please note: If the successful candidate has worked or lived in New Zealand and are subsequently employed as locally engaged staff in a New Zealand Government Embassy or High Commission, they may, subject to individual circumstances, have New Zealand Tax Residency obligations. We advise any applicant, who may be in this situation, to discuss their tax residency status with the New Zealand Inland Revenue (IRD) and determine any potential personal tax obligations to IRD.

The application form, and a covering letter of no more than one page, setting out why you are applying for the position and examples of how you meet the job criteria, and a non-returnable CV, should be emailed to:

Administration Manager
New Zealand High Commission Singapore
email to recruit.sin@mfat.govt.nz

Applications must be received by 4pm on Friday, 16 May 2025.

Position Description

Position Title - Ingoa Tūranga

Events and Visits Coordinator

Group - Puni

Asia Americas Group (AAG)

Post – Te Aka Aorere

Singapore

Reports to - Menetia

Deputy High Commissioner

About the Post

The Post represents the New Zealand Government to the highest standards of professional excellence in diplomacy, security engagement, trade negotiations, and consular services in Singapore.

The Post takes a distinctively New Zealand approach, reflecting New Zealand's diversity and heritage and the Ministry's values.

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 Events and Visits Coordinator is responsible for servicing logistical aspects of events and visits hosted by the High Commission.

Key Accountabilities - Kawenga Matua

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

Events

- Working with policy staff, oversee logistical aspects of events held at the High Commission, Official Residence and offsite locations.
- Oversee High Commission facilities and equipment used for events.
- Work with the Post Finance Officer on budgets for events and reconciliations post event.
- Manage event applications, and work with agencies or externals on event requirements.
- Support the assessment of health and safety requirements, including producing risk assessments when required.

Visits

- Assist with logistics coordination for large and complex visits, including visits by the Governor-General, Prime Minister, Ministers and senior officials.
- Support the preparation and management of logistical project phases (event/visit programmes, workstreams, milestones and budgets).
- Arranging airport facilitation as appropriate.
- Maintaining relationships with hotel contacts as appropriate.
- Support the assessment of health and safety requirements, including producing risk assessments when required.

Organisational Responsibilities

- Understand the Ministry's Strategic 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 the importance of Tikanga and Treaty of Waitangi principles for New Zealand and have sufficient appreciation of, or an interest in developing, Te Reo Māori, or 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.
- Contribute to the continuous development of the Ministry's knowledge base by using the Ministry's internal systems, sharing information and data with relevant internal stakeholders, including contributing to/presenting at internal learning and development opportunities.
- Participate in Ministry-wide projects and emergency responses as required.
- The job holder is expected to perform such other duties as can reasonably be regarded as incidental to the position description and within their experience and capabilities from time to time, including back up support to other staff.

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

The Events and Visits Coordinator will have the following experience, skills and knowledge:

Experience:

- Two plus years' experience in an event management, administration, or support role.

Skills & Knowledge:

- Attention to detail and thoroughness in following through tasks
- Demonstrated ability to build and maintain effective relationships and working within a team
- Competent in Microsoft Office suite
- Communications and interpersonal skills
- Demonstrated organizational skills
- Proven ability of strong self-management
- Ability to anticipate issues and problems and think of creative solutions
- Sound judgement and decision-making skills
- Flexibility and willingness to adapt to changing job demands
- Understanding of the importance of cultural dimensions in the work of the High Commission and interest in developing an understanding of tikanga and Te Tiriti o Waitangi principles
- Previous experience working in a diplomatic mission would be an advantage.

Relationships - Pātahitanga

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

Within the High Commission

- Executive Assistant to the High Commissioner/ Team Administrator
- High Commission Management and other MFAT staff at post
- Other MFAT staff, both onshore and offshore

Outside the High Commission:

- NZ Inc agency staff located within the High Commission
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Delegations - Whakatautapatanga

- The role is not responsible for the management of any direct reports.
 - Delegations are set out in the Ministry's Instrument of Delegation.
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Mandatory Role Requirements - Whakaritenga Tūranga Whakahauanga

- Ability to obtain and maintain appropriate police checks/security clearances.
 - Ability to work in Singapore.
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References

- **Ministry's Strategic Intentions 2024-2028**
Available here: [Ministry's Strategic Intentions](#)