

PACIFIC AND DEVELOPMENT GROUP

About the Group

Pacific and Development Group (PDG) leads an integrated approach to New Zealand's diplomatic and development engagement with Pacific countries. The Group supports New Zealand's extensive interests and close ties in the region, and is responsible for the delivery of the New Zealand Aid Programme in the Pacific and globally.

About the Divisions

PHM – Partnerships, Humanitarian, Multilateral

Partnerships, Humanitarian and Multilateral Division (PHM) consists of three units and leads on New Zealand's international development and humanitarian partnerships, policy engagement and outreach with multilateral organisations (including the United Nations, International Finance Institutions and the Commonwealth), New Zealand Crown Research Institutes, Tertiary Institutes and NGOs. We manage the contestable Partnerships for International Development Fund which supports initiatives of New Zealand private sector organisations, NGOs and Crown Research and Tertiary Institutes with partners in developing countries. We also coordinate all of government New Zealand responses to offshore humanitarian emergencies and ensure that MFAT has the capacity to mobilise fast, effective and practical responses, especially in the Pacific and South East Asia.

GDS – Global Development and Scholarships

Global Development and Scholarships Division (GDS) consists of three units and delivers bilateral and regional programmes in selected regions outside the Pacific. We are responsible for strategy for development programmes, policy advice on New Zealand's development assistance and activity and relationship management in ASEAN and Timor Leste, Africa and Latin America and the Caribbean. We have responsibility for strategy, policy and activity management around Conflict and Development issues. We also manage the scholarships programme (including in the Pacific), providing policy advice on scholarships. We are responsible for developing and implementing a collaborative approach (involving providers, Education New Zealand, and alumni) to promote development scholarship opportunities in country, in the region and in New Zealand.

DSE – Development, Strategy, Effectiveness Division (DSE)

Development Strategy and Effectiveness Division (DSE) supports effective and efficient delivery of the New Zealand Aid Programme and enables the Ministry to account for development results achieved through investment of the aid budget. It consists of five units and is responsible for strategic direction; an evidence-informed performance system that integrates results-based aid management, evaluation and research; supporting high quality aid management through policies, processes and training; and procurement and contracting of suppliers and other delivery partners. DSE also leads New Zealand's engagement on international development policy issues and reflects international commitments in New Zealand's aid policy and practice.

SED – Sustainable Economic Development

Sustainable Economic Development Division (SED) is one of MFAT's largest divisions and is responsible for a wide range of thematic and sectoral development investments and policies. It consists of six business units; Economic Governance and Trade; Human Development; Infrastructure, Transport and ICT; Energy; Agriculture and Environment and Fisheries.

DBI – Business Improvement

Business Improvement Division (DBI) ensures a planned and integrated approach to business improvement activity in alignment with the strategic plan. The core focus of DBI is to lead the implementation of Capability Review workstreams and to identify and prioritise opportunities for business improvement across PDG and translate those opportunities into projects.

The Division has overall responsibility for the implementation and embedding of the new enQuires system and for the PAM project.

PAC – Pacific Branch

The Pacific Branch is an acknowledgement of the significance of New Zealand's interests in the Pacific, and strengthens the Ministry's position as a centre of excellence on Pacific matters. This includes international and domestic interests, common economic, trade, social, environment and security interests, and political and constitutional links. Our focus is on improving economic growth, security, political stability, governance, law and order, and sustainable development outcomes for Pacific Island countries.

The Pacific Branch, together with PDG, is responsible for the management and delivery of New Zealand foreign policy and the NZ Aid Programme in the Pacific. New Zealand invests money, knowledge, and skills to deliver sustainable development, reduce poverty and in response to crises in the Pacific.

Position Title

Development Officer 2 (DO2)

Reports To

Unit Manager

Group

Pacific Development Group (PDG)

Date Created/Updated

August 2018

About the Ministry

The Ministry of Foreign Affairs and Trade (the Ministry) acts in the world to make New Zealanders safer and more prosperous. We do this by building connections with and influencing other countries to advance New Zealand's interests and project New Zealand values. We provide advice to the Government on the implications for New Zealand of what is happening in the world.

Our work contributes to New Zealanders' wellbeing 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.

Our values are:

Impact

- We achieve for New Zealand, everyday, everywhere

Kotahitanga

- We draw strength from our diversity

Courage

- We do the right thing

Manaakitanga

- We honour and respect others

Diversity and Inclusion

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

About the Group

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About the Position

The Development Officer (DO2) is responsible for assisting with the management of the effective delivery of New Zealand's Aid Programme in support of the government's objectives for New Zealand's international development assistance.

This position supports the achievement of the relevant division's strategic priorities and high level outcomes as outlined under the role-specific key accountabilities. Specifically, this position will be managing development or humanitarian activities thereby contributing to overall delivery of the New Zealand Aid Programme's strategic goals.

DO2's will be required to travel periodically including to developing countries. DO2's should be available for multi-year postings to developing countries where duties may include any aspects of the role including programme monitoring, donor coordination, managing relationships and facilitating programme development and delivery.

Key Accountabilities

The following are general DO2 responsibilities, not all of which will apply to all DO2 positions. The weighting on various tasks will vary according to the nature of the programme being supported. The DO2 will be accountable for the delivery of timely and high quality development related business outputs.

Activity Management

- Lead and manage activities within a programme, or sector.
- Identification and progression of initiatives through a range of delivery mechanisms.
- Management of activities through the Activity Management Cycle.
- Initiate activities and other development interventions through a process of identification, feasibility, design and appraisal.
- Participate in the tendering of work including through the development of terms of reference, contractor selection processes and contract negotiations.
- Management of the relationships and performance of contractors.
- Monitoring and management the progress, risks and impact of development interventions.
- Management of agreed exit strategies and review/evaluation processes for activities
- Delivers to deadlines and maintain a high standards for project performance and quality.
- Build specialised expertise and capability in the role.

Strategic Management

- Contribute to the development of programme strategies in partnership with development partners and other stakeholders.
- Contribute to teams tasked with the development of or improvements to Aid Programme strategies, policies or systems.

- Provision of technical advice to support the development or improvement of programme strategies.

Programme Management

- Contribute to management analysis and advice on Programme and financial progress against planned objectives.
- Contribute to management of the Forward Aid Programme (FAP).
- Contribute to Programme coherence with other development interventions.
- Contribute to management of and participate in Programmes related engagement e.g. high level consultations, visits, Programme talks, stock take talks, and donor meetings.
- Contribution to the development of programmes in line with agreed strategies and in consultation with partners and other stakeholders.
- Contribution to the identification and progression of initiatives within the programme through a range of delivery mechanisms.

Policy Development

- Contribute to the development of policy, reporting, briefing and stakeholder consultation around a range of development issues, and lead where appropriate.

Financial & Contract Management

- Contribute to the development and oversight of programme budgets, cash flows, and financial approvals.
- Draft contracts, contract variations and manage contractor performance and delivery of outputs.
- Manage the financial management, and accountability systems for projects, activity payments or grants.

Ministerial & Interdepartmental Support

- Contribute to provision of Ministerial and inter-departmental support. Including the preparation of briefs, submissions, talking points, speeches and media releases; accompanying officials on visits; and responding to OIA requests, ministerial correspondence and parliamentary questions.

Relationship Management

- Manage and maintain strong relationships and work collaboratively internally and externally in order to advance the division's objectives .
- Representation on behalf of the Ministry, at meetings and negotiations in New Zealand and overseas.
- Contribution to outreach initiatives.

Organisational Responsibilities

- Demonstrate the organisation's values, goals, policies and procedures in all aspects of work.
- 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.
- Contribute to the preparation and reporting requirements of the Ministry's accountability documents.
- 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.
- Using the Ministry's Capability and Leadership Frameworks, identify and participate in opportunities for learning and development, including through regular coaching and mentoring.
- Contribute to Ministry-wide projects and emergency response situations
- Buddy new team members, supporting a culture of learning and sharing of experiences.
- All other duties as requested by the employer.

Knowledge Management

- 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.

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
- complying with reasonable Ministry instructions to ensure the Ministry is able to comply with the Health and Safety at Work Act 2015
- cooperating with health and safety policies and procedures
- identifying and reporting hazards, injuries, illness and incidents (including near misses) that arise from your work or in the workplace
- identifying and eliminating or mitigating health and safety risks so far as reasonably practicable and consulting with others in doing so
- raising health and safety matters with your manager or health and safety representative (or contact as appropriate)
- ensuring that all health and safety incidents, injuries, near misses are immediately reported through the HR Kiosk
- ensuring that significant hazards and risks or critical incidents are drawn to the immediate attention of your Manager.

Qualifications, Experience, Knowledge & Skills

Qualifications

- Relevant tertiary qualification.
- Post-graduate degree in a relevant field is desirable

Experience

- Experience working in the development-related fields and/or relevant sector.
- Experience in representing an organisation externally and internationally
- Experience of building effective cross-cultural relationships
- Experience in contract management and/or programme management and/or project management/administration

Knowledge

- An understanding of the socio-economic context of developing countries
- An understanding of sound development principles and the process required to deliver successful outcomes
- An understanding of the international development principles and practices for effective and efficient aid delivery.
- An understanding of programme and activity management processes to turn financial resources into effective development outcomes.
- An understanding of bi-cultural and EEO issues
- Strong understanding of tikanga and Treaty of Waitangi principles
- Understanding of the Machinery of Government and the Government decision making process

- Sound financial management including budget and cashflow analysis.

Skills

- Strong written and verbal communication skills
- Proven ability to convey complex information logically and concisely
- Ability to research and analyse issues and demonstrate appropriate recommendations
- Ability to plan, organise and monitor tasks at strategic, programme and project level
- Ability to effectively prioritise and organise own workload consistently meeting agreed deadlines
- Ability to coordinate and manage a range of complex tasks simultaneously
- Strong interpersonal skills with an ability to work successfully with a diverse range of people
- An ability to build, maintain and leverage relationships with key internal and external contacts
- A sound level of judgement and decision making skills
- Ability to work collaboratively with colleagues across the group and wider Ministry
- Facilitation skills
- Proven results orientation and demonstrated outcome focus
- Strong research and analytical skills

Relationships

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

Internal

- Divisional and/or Unit Manager
- Group and division staff
- Other MFAT staff, both onshore and offshore

External

- Other government departments and agencies
- International Development Agencies
- Partner Governments
- Other organisations and individuals as appropriate

Mandatory Role Requirements

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