

Development Programme Coordinator

Position Description

Organisation Profile

New Zealand's international aid and development programme is managed by the New Zealand Ministry of Foreign Affairs and Trade (MFAT), represented in Tonga by the New Zealand High Commission. The New Zealand Aid Programme aims to support sustainable development in developing countries, in order to reduce poverty and contribute to a more secure, equitable and prosperous world.

New Zealand's aid programme in Tonga focuses on mutually beneficial relationships, strengthened governance, high quality public service delivery, and a stronger and more resilient economy.

Context

This role is based in the New Zealand High Commission in Nuku'alofa, Tonga.

The team at the High Commission works closely with MFAT in Wellington to manage official development assistance (ODA) through policy engagement, relationship management and aid activity delivery (including planning, implementation and monitoring, financial and risk management, and evaluation).

Purpose

To manage activities and contracts related to New Zealand's aid programme in Tonga.

Dimensions

Number of direct Reports

Nil

Budget

Nil (though responsibility for management of grants and contracts with significant budgets)

Delegations

Nil

Personal Accountabilities

This role will formally report to the Deputy High Commissioner, who has responsibility for overall management of the New Zealand Aid Programme in Tonga.

Functional Relationships

Develop and maintain effective, collaborative relationships with the following:

Internal

- Deputy High Commissioner (line manager)
- High Commissioner
- Other MFAT seconded (sent from Wellington) and local staff
- Pacific Polynesia and French Pacific Division (PACPF) Unit Manager and staff, in the Pacific and Development Group (PDG), MFAT in Wellington

External

- Partner agencies
 - Other development partners
 - Contractors
 - New Zealand and in-country non-government organisations and community groups
 - Government agencies
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Responsibilities

Relationship Management

- Develop and manage in-country relationships with key stakeholders.
- Represent the High Commission at meetings and negotiations in-country.
- Contribute to communications with the local public and media.

Activity Management

- Manage Activity¹ identification, design, appraisal, approval and implementation processes.
- Provide quality Activity implementation through active monitoring of progress, and risk and relationship management.
- Engage with Activity governance arrangements (committees, boards etc) as needed.
- Work with MFAT to commission Activity evaluation, and contribute to decision-making on outcomes.
- Manage Activity completion processes (final assessment, return of funds etc).

Contract Management

- Manage the development of contractual arrangements for Activities, including grant funding arrangements and contracts for service (which may involve a tender process).
- Manage contracts, including milestones, budget tracking, payments, reporting, risks, contract variations, and performance of contractors.

¹ The Ministry uses the term “Activity” with a capital A to denote aid-funded projects.

Programme Management

- Contribute to development of Programme strategy, policies, planning and budgetary documents.
- Contribute to decisions about future direction of New Zealand's aid programme to Tonga.
- Contribute to, and where delegated, manage reporting on Programme progress and budget.

Policy Engagement

- Contribute to policy development.
- Contribute to reporting on in-country analysis.

Other

- As required, assist with any other tasks related to the representation of New Zealand in Tonga.

Note: The Ministry reserves the right, following consultation, to alter the allocation of tasks, responsibilities, and the work team in order to best meet business needs.

Person Specification

Qualifications and Technical Skills

- A tertiary qualification in a relevant discipline.
- An excellent standard of written and spoken English, including ability to communicate in a clear and structured fashion.
- Ability to communicate in Tongan (highly desirable).
- Ability to provide high quality analysis and reporting.
- Strong information management skills with both standard and specialised software applications.

Experience and knowledge required for effective performance in the position

- Work experience either in international development/ aid project management with a multi or bilateral development partner, or business/NGO project planning, including project cycle management, financial management, monitoring and evaluation.
- Ability to plan, organise and undertake a range of complex tasks.
- Ability to prioritise and work independently and effectively with minimal supervision.
- An understanding of international development good practice and principles, including understanding of the cross-cutting issues of gender, human rights and the environment/climate change (highly desirable).

Personal Qualities

- Ability to quickly learn policy and new systems and processes.
- Judgment, and the ability to identify and pro-actively manage or prevent problems or issues as they arise.
- Ability to develop professional relationships of trust and confidence with partner organisations, government officials, non-government and business, community leaders and members, contractors, and other donors.
- Flexibility and readiness to take on tasks that may be outside the job description.
- Self-management, including the ability to plan and prioritise one's own workload.

Additional comments

- As this is a locally engaged position, the right to work in Tonga is required.
- A Police Clearance is required.
- A driver's licence is highly desirable.