



**NEW ZEALAND**  
HIGH COMMISSION

## Position Description

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<b>Position title</b>	Senior Development Programme Coordinator
<b>Post</b>	New Zealand High Commission – Tonga
<b>Category</b>	Locally Engaged Staff
<b>Last review date</b>	June 2020
<b>Reports to</b>	First Secretary, Development
<b>Delegations</b>	Nil

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### About the post

The Ministry of Foreign Affairs and Trade (MFAT), of which the New Zealand High Commission (NZHC) is a part, acts in the world to make New Zealand safer and more prosperous. It does this by working to understand geopolitical changes across the world, advancing the Government's international priorities, and providing advice to the Government on its implications. By building connections and influence in other countries we act to promote and protect New Zealand's interests.

We seek to deliver value to New Zealand and New Zealanders, through:

- Improved prosperity for New Zealand and our region
- The stability, security and resilience of our country, our people and our region
- Leadership by amplifying New Zealand's influence and standing in the world
- Kaitiakitanga or stewardship, by delivering solutions to global challenges for the benefit of present and future generations.

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 New Zealand Aid Programme**

The New Zealand Aid Programme is the New Zealand Government's international aid and development programme. Its mission is to support sustainable development in developing countries in order to reduce poverty and contribute to a more secure, equitable and prosperous world. The New Zealand Aid Programme is managed by the Ministry of Foreign Affairs and Trade and is represented in Tonga by the NZHC. In Tonga, the New Zealand Aid Programme focuses on mutually beneficial relationships, high quality public service delivery, and a stronger economy and more resilient Tonga.

**About the position**

The Senior Development Programme Coordinator is responsible for effectively managing and delivering a range of development Activities in the areas of governance, high quality public services, and a stronger and more resilient economy for Tonga. This includes building and sustaining a network of relationships, providing quality policy analysis and reporting, and profiling development achievements relevant to the SDPC's portfolio. As the senior member of the post's development team, this position provides coaching and mentoring support to other members of the development team. The position leads on development issues during the First Secretary's absences.

This position supports the achievement of the post's strategic priorities which deliver on New Zealand's objectives for its relationship with Tonga, as outlined in the key accountabilities section detailed below.

**Functional relationships**

This role will develop and maintain effective, collaborative relationships with the following:

**Internal**

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

**External**

- Tongan government agencies, non-government organisations, businesses and community groups
- Other New Zealand government organisations, non-government organisations, and businesses
- Other local and overseas missions and development partners.

## **Key accountabilities**

The Senior Development Programme Coordinator has the following key accountabilities:

### **Policy engagement**

- Manage policy engagement with partners and stakeholders at an Activity<sup>1</sup> and contribute at a Programme level
- Lead on aspects of policy development and contribute to policy advice to Ministers, including briefings for in-country visits
- Provide input to papers, submissions, briefings, speeches, and requests for information
- Lead on high quality reporting on in-country analysis
- Support policy analysis capacity of other members of the NZHC development team.

### **Programme Management**

- Contribute to and engage in development of, and reporting on, Programme strategy, policies, planning and budget documents
- Advise on/contribute to decisions on the future direction of New Zealand's Aid Programme in Tonga.

### **Activity management**

- Manage Activity identification, design, appraisal, approval and implementation processes
- Assure quality Activity implementation through active monitoring of progress, risk, and relationship management
- Engage with Activity governance arrangements as needed
- Work with MFAT in Wellington to commission Activity review or evaluation, and contribute to decision making on outcomes
- Manage Activity completion processes
- Support the Activity management of other members of the NZHC Development team.

### **Contract management**

- Manage the development of Activity contracts, including grant funding arrangements and contracts for service.
- Manage contracts, including milestones, budget tracking, payments, reporting, risks, contract variations, and performance of contractors.
- Monitor financial management and accountability arrangements for Activities to ensure audit requirements are met.

### **Organisation responsibilities**

- Contribute as directed by the Head of Mission to the post's delivery of its planned and agreed activity stream to deliver its strategic priorities and high level outcomes.
- Ensure all policies and procedures are adhered to, including the Code of Conduct, Post Security Instructions, Health and Safety policies and any other relevant procedures.
- 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

<sup>1</sup> The Ministry uses the term "Activity" with a capital A to denote aid-funded projects.

including on personal /cultural insights.

- With guidance from manager identify, pursue and implement learning and development opportunities to build and deepen expertise as it relates to the post's strategic priorities and high level outcomes.
- 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 Ministry business.

### **Health and Safety**

The Ministry is committed to providing a safe, healthy and secure working environment for all staff, 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

**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**

#### **Personal qualities**

- Ability to develop and maintain professional relationships of trust and confidence with partner organisations, government officials, non-government and business, community leaders and members, contractors and other donors.
- Displays personal integrity and an honest and ethical approach
- Has a strong achievement/delivery focus. Sets high standards, including accuracy and attention to detail

- Ability to work autonomously and within guidelines. Uses sound judgement, including to identify and pro-actively manage or prevent problems or issues as they arise
- Ability to quickly learn policy, and new systems and processes
- Flexibility and readiness to take on tasks that may be outside the job description Respects sensitivities and confidences that may occur in the NZHC environment.

**Qualifications,  
skills and  
experience**

- 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)
- High quality research, analysis and reporting skills
- Strong information management skills with both standard (Outlook, Word and Excel) and specialised software applications
- Well-developed planning and organisational skills
- Able to plan and prioritise own workload and works effectively, under pressure and with minimal supervision at a complex level
- Experience either in international development/aid project management with a multilateral or bilateral development partner; or business/community project management, with sound planning, financial management, monitoring and evaluation skills.
- An understanding of international development good practice and principles, including the cross-cutting issues of gender, human rights, and environment/climate change is desirable.

**Additional  
comments**

- As this is a local position, the right to work in Tonga is required
- A Police Clearance is required
- A current, clean driver's licence and able to drive post vehicles (as required) safely in local conditions is highly desirable.