



**NEW ZEALAND**  
FOREIGN AFFAIRS & TRADE

## POSITION DESCRIPTION

### **Position Title**

Scholarships Officer (SO), Global Development and Scholarships Group

### **Reports To**

Unit Manager Global Development and Scholarships

### **Group**

Pacific Development Group (PDG)

### **Date Created/Updated**

August, 2017

---

### **About the Ministry**

The Ministry of Foreign Affairs and Trade (the Ministry) acts in the world to make New Zealanders safer and more prosperous.

Our purpose is to create the international conditions and connections for New Zealand and New Zealanders to thrive.

Our work:

#### *Kaitiakitanga*

- delivers solutions to global challenges, for the benefit of present and future generations;

#### *Leadership*

- amplifies New Zealand's influence and standing in the world;

#### *Prosperity*

- delivers improved prosperity for New Zealand and our region;

#### *Stability*

- delivers security and resilience to our country, our people, and our region.

Our values are professionalism, leadership, respect, collaboration and innovation.

---

### **About the Group**

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

### **The Global Development and Scholarships Group is a part of the PDG.**

Global Development and Scholarships Division (GDS) 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

---

## **About the Position**

The Scholarships Officer is part of a team that co-ordinates and administers the selection of New Zealand Development Scholarships annually. The SO will work on scholarship placements in ten New Zealand Tertiary Institutions, and Posts across the Ministry.

The Scholarships Officer also undertakes a capability development programme, focused primarily on learning-on-the-job supported by a formal learning and development programme. Scholarship Officers may be required to travel periodically, including to developing countries.

---

## **Key Accountabilities**

The following are general SO responsibilities, not all of which will apply to all SO positions. The weighting on various tasks will vary according to the nature of the Scholarship Schemes. The SO will be accountable for administration of the Scholarship Programme, including Scholar Selection. They will:

- Manage a range of activities within a programme through the Scholarship Management cycle
- Analyse and make recommendations of the viability of selected activities or other development interventions through a process of identification, feasibility, design, and appraisal
- Participate in the tendering of work, including the development of terms of reference and contractor selection processes; including contract negotiations where appropriate
- Build and maintain relationships with contractors, and Tertiary Institutions
- Monitor and manage the progress, risks and impact within the Scholarship Programme
- Monitor the financial management and accountability systems for Scholarships and Scholarship implementation
- Contribute to the development of the Scholarship Programme in partnership with development partners and other stakeholders
- Contribute to teams tasked with the development of, or improvements to, New Zealand Aid Programme strategies, policies or systems
- Build specialised expertise and capability in the role.

### *Policy Development*

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

### *Financial & Contract Management*

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

### *Ministerial Servicing*

- Assist with provision of Ministerial and inter-departmental support. This may include the preparation of briefs, submissions, talking points, speeches and media releases, responding to OIA requests, ministerial correspondence and parliamentary questions.

### *Relationship Management*

- Develop and maintain key relationships both internally and externally in order to advance the Division's objectives.

### *Organisational Responsibilities*

- Demonstrate the organisation's values, goals, policies and procedures in all aspects of work
- Buddy new members of the team, supporting a culture of learning and sharing of experiences
- Develop an understanding of the Ministry's strategic priorities and high-level outcomes framework and how this role contributes to the framework
- Develop an understanding of, and apply the strategic context in which the Ministry operates, including the priorities and perspectives of the Ministers, partner agencies and external stakeholders
- Develop an understanding of the Machinery of Government, including the Ministry's relationship with Ministers and other government agencies
- Understand tikanga and Treaty of Waitangi principles
- 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
- 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 post-graduate degree or conjoint/double undergraduate degree, or relevant work experience

## Knowledge

- An understanding of the socio-economic context of developing countries
- A sound understanding of development principles
- An understanding of bi-cultural and EEO issues
- Basic understanding of tikanga and Treaty of Waitangi principles.

## Skills

- Strong oral and written communication skills
- Strong qualitative and quantitative analysis skills
- Strong interpersonal skills
- Ability to work effectively under pressure
- Ability to work collegially within a team
- A confident communicator
- Ability to quickly build rapport with a range of people
- Ability to facilitate and coordinate tasks
- Sound judgement and decision making skills
- Ability to work with people from other cultures
- Competent in Microsoft Office suite of products, including confidence in Excel
- Ability to plan and organise own workload and projects
- Ability to adhere to deadlines.
- Skilled in data entry and general administrative duties

---

## 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
- New Zealand Tertiary Institutions
- In-country Providers

## Mandatory Role Requirements

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