



**NEW ZEALAND**  
FOREIGN AFFAIRS & TRADE

## **POSITION DESCRIPTION**

### **Position Title**

Senior Adviser Inclusive Development - Gender and Human Rights

### **Reports To**

Unit Manager Development Policy

### **Division**

Development Strategy and Effectiveness Division (DSE)

### **Date Created/Updated**

October 2017

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### **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.

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### **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.

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### **About the Division**

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.

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## About the Position

The Senior Adviser Inclusive Development (Gender and Human Rights) is the Ministry's policy lead on inclusive development, gender and human rights. The Adviser will establish MFAT policy on inclusive development and ensure that this is reflected in PDG in the relevant strategic and operational frameworks, aid programme standards, and in performance and management information systems. The position will be responsible for leading policy analysis and advice and engagement on all issues related to inclusive development, gender and human rights.

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## Key Accountabilities

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

### Role Specific:

- Lead the development, implementation and review of MFAT policy on inclusive international development, gender and human rights.
- Ensure consistency and coherence with the human rights and gender work led by UNHC division and strong coordination with other cross-cutting issues, in particular the environment.
- Lead PDG's internal and external policy analysis, advice and engagement on inclusive development, gender and human rights issues.
- Champion inclusive development, gender and human rights issues within foreign policy areas linked to international development and within key MFAT strategies.
- Ensure that policy on inclusive development, gender and human rights is reflected within relevant aid programme policies, standards and guidance and within strategic results framework and management information systems.
- Support PDG to develop appropriate systems to access quality programme advisory services on inclusive development, gender and human rights.
- Establish and maintain an evidence base on inclusive development, gender and human rights issues that integrates with PDG's knowledge management and, learning and development systems.
- As required, prepare and deliver training and professional development materials on inclusive development, gender and human rights for staff, New Zealand agencies, partners and suppliers.
- Lead and support relevant communities of practice.
- Lead new approaches to inclusive development gender and human rights in development.

## **Relationship Management**

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

## **Organisational Responsibilities**

- Contribute to the division's delivery of its operational plan to realise its strategic priorities and high level outcomes
- 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
- Identify and pursue opportunities to build specialised skills, knowledge and experience aligned with the Ministry's Strategic Framework
- 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.

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## **Qualifications, Experience, Knowledge & Skills**

### Qualifications

- A relevant tertiary qualification.
- Post Graduate qualification desirable.

### Experience

- Leading policy analysis and development within a development or public sector context
- Experience turning policy priorities into effective standards, practice and performance measures
- Providing specific policy advice on inclusiveness, human rights, gender equity and women's empowerment
- Negotiating and influencing policy within and beyond your organisation including in international fora
- Preferably experience in the international development sector

### Knowledge

- Demonstrate an understanding of the overall objectives of the New Zealand Aid Programme, and their relation to his/her specific areas of responsibility
- Demonstrate an understanding of the role of international development in achieving the Ministry's strategic objectives
- An in-depth knowledge and understanding of international development principles and practices for effective and efficient aid delivery
- Demonstrate an in-depth knowledge of the Ministry's approach to effective development practice and the integration of Inclusive development
- Strong understanding of tikanga and Treaty of Waitangi principles
- Understanding of the Machinery of Government and the Government decision making process

### Skills

- Strong written and verbal communication skills
- Strong training, mentoring and advisory skills.
- Proven ability to convey complex information logically and concisely
- Ability to research and analyse issues and demonstrate appropriate recommendations
- Strong planning and organising skills and the ability to prioritise issues and activities and manage a work programme
- Excellent 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
- An ability to influence senior management
- An ability to think strategically and contribute to group decision making
- The ability to respond to and work effectively in pressure situation
- A high level of judgement and decision making skills
- Strong negotiation skills
- Strong qualitative and quantitative analytical skills
- Excellent policy development skills
- Ability to influence new ideas, coach, share knowledge and work cooperatively within and across teams

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## **Relationships**

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

### Internal

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

### External

- Minister of Foreign Affairs and Trade
- Other government departments and agencies
- Pacific regional organisations
- International Development Agencies
- Partner Governments
- Other organisations and individuals as appropriate

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## **Mandatory Role Requirements**

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