

## Position Description

<b>Position Title</b>	Policy Adviser (Humanitarian)
<b>Post</b>	GENEVA
<b>Category</b>	Locally Engaged Staff
<b>Reports to</b>	Permanent Representative to the United Nations
<b>Last Review Date</b>	November 2017

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**About the Post** The New Zealand Permanent Mission in Geneva represents the New Zealand Government in multilateral diplomacy at the United Nations (UN) and other multilateral agencies. This is done through building and enhancing relationships with UN Member States and UN agencies to enable the Government to fulfil its multilateral priorities and international obligations.

The Mission takes a distinctively New Zealand approach to its work that reflects our country's culture, diversity and heritage. Professionalism, leadership, respect, collaboration and innovation are core values to which the Mission aspires.

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**About the Position** The Policy Adviser (Humanitarian) contributes to the advancement of New Zealand's foreign policy interests (in particular New Zealand's international development, humanitarian and migration\* activities). Working with the Ambassador and Geneva's United Nations team, you will support the Post's engagement with key multilateral agencies, representatives from other governments, and local humanitarian and civil society contacts. Your responsibilities will include: representing New Zealand at key meetings in your portfolio; reporting and making recommendations to Wellington on activities based out of Geneva; conducting research, analysis, and policy development; maintaining an active network with other Missions, multilateral agencies, and civil society stakeholders; and supporting VIP and MFAT visits from New Zealand.

In addition, the position has responsibility for supporting Wellington to meet accountability requirements associated with New Zealand Aid Programme contributions to multilateral agencies. This requires close monitoring, analysing and reporting on the key multilateral agencies and appeals supported by New Zealand. This is to ensure that annual as well as one-off contributions represent value for money, and meet core development and humanitarian objectives. Consistent with New Zealand's multilateral priorities, the position works to support the development of partnerships with UN and other international agencies (in particular with OCHA, UNHCR, ICRC and IFRC).

Please note that aspects of this position description, including accountabilities, may be subject to amendment or change.

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

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Internal (MFAT)

- Ambassador (UN) and colleagues within the Geneva Mission
- Key staff in MFAT's Pacific and Development Group (PDG), in particular in the Humanitarian and Multilateral teams
- Staff in UNHC and other MFAT Divisions and Posts
- Staff in the New Zealand Permanent Mission in New York

External

- Colleagues in other diplomatic missions
  - Colleagues in priority UN and multilateral agencies and organisations
  - Humanitarian forums and civil society
  - Commonwealth Small States Office
  - Other NZ Inc Agencies, including Immigration New Zealand and Ministry for Civil Defence and Emergency Management
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**Key  
accountabilities**

The position has the following key accountabilities:

- Represent New Zealand and monitor, analyse and provide sound policy advice to MFAT's Pacific and Development Group, and relevant New Zealand government departments, regarding the meetings and activities of the following priority agencies and groups:
  - **Office for the Coordination of Humanitarian Affairs (OCHA)**
  - **OCHA Donor Support Group (ODSG)**
  - **The International Red Committee of the Red Cross and the International Federation of Red Cross and Red Crescent Societies**
  - **UN High Commissioner for Refugees (UNHCR)**
  - **The Good Humanitarian Donorship (GHD) network**
  - **International Organisation for Migration (under review)**

And, in response to tasking and requests from Wellington, the following agencies:

- **UNDAC**
- **INSARAG**
- **UNISDR and associated committees**
- **Global Fund**
- **UNAIDS**
- Provide timely and proactive advice and analysis on issues of relevance to New Zealand across the work of those agencies and the broader humanitarian agenda and community in Geneva. Seek instructions and ensure that New Zealand's policy positions are advanced.
- Circulate meeting papers (for example, relating to upcoming UNHCR governance meetings and ODSG) to relevant counterparts

within MFAT and New Zealand agencies.

- Identify issues that are of likely interest to New Zealand and support the development of New Zealand positions.
- Provide accurate and timely reporting on issues and meetings.
- Liaise with key refugee/migrant organisations to monitor and report on policy developments relevant to New Zealand.
- Monitor and report on specific humanitarian crises, briefings and funding appeals, and advise on funding options for New Zealand.
- Ensure that required financial acquittals, performance and reporting requirements are met by all Geneva-based multilateral agencies to which New Zealand contributes funding.
- Contribute to PDG Activity Monitoring and completion of assessments as requested
- Provide general policy advice and support to Mission activities as required, including assisting with after-hours consular duty.

#### Visits and Events

- Propose/develop visit and function objectives, detail desired programme elements, prepare participant and guests lists, specify protocols required during the visit and analyse security needs
- As appropriate coordinate bilateral programme for visiting delegations from and to New Zealand.

#### Security

- Comply with the Mission's Security Instructions.

#### Communications and Public Diplomacy

- Contribute to the development of the Mission's communications and public diplomacy strategies and assist in their implementation.
- Provide oversight of the Mission's twitter account and coordinate contributions to the account across the Mission's work.

#### Organisational Responsibilities

- Comply with applicable Mission and MFAT policies and procedures.
- Contribute to Post-wide projects and emergency response situations.

#### 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, skills and experience**

You should have the following qualifications, skills and experience:

- Post graduate tertiary qualification in a relevant area
- At least 5 years' professional experience in developing and providing policy advice, ideally in a humanitarian, international or governmental setting
- Understanding of policy settings concerning New Zealand's multilateral engagement and priorities
- Able to think critically and analytically
- Able to anticipate issues and identify effective solutions
- Demonstrated ability to contribute to and work within a team
- Excellent written oral and communication skills
- Demonstrated ability to build and maintain effective relationships
- Competent in Microsoft Office Suite, including strong skills in Outlook, Word and Excel
- Well-developed planning and organisational skills, including ability to prioritise tasks effectively and work under pressure
- Possess a strong achievement/delivery focus – sets high standards including accuracy and attention to detail
- Able to work autonomously, demonstrating sound judgement
- Display personal integrity and an honest and ethical approach

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**Additional comments**

You must:

- Be able to obtain and hold an appropriate New Zealand Government security clearance.
  - **Be a New Zealand citizen.**
  - Hold a full, clean, and current driver's licence and be able to drive safely in local conditions.
  - Be prepared to perform other duties that are incidental to the position description or that are otherwise within your experience and capabilities.
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