

SECOND SCHEDULE  
POSITION DESCRIPTION



## Position Description

**Position Title - Ingoa Tūranga**  
**Ambassador for Gender Equality**  
**(Pacific) - Tuia Tangata**

**Group - Puni**  
**Pacific and Development Group**

**Reports to - Menetia**  
**Deputy Secretary (Pacific and Development)**

**About the Public Service - Mō te Ratonga Tūmatanui**

*Mahi tōpū ai ngā Kaimahi Tūmatanui e whai tikanga ai te noho a ngā tāngata o Aotearoa. Hei tā te Public Service Act 2020 ko te pūtake o ngā Kaimahi Kāwanatanga, ko te tautoko i te kāwanatanga whai ture me te kāwanatanga manapori; ko te āwhina i te Kāwanatanga o te wā nei me ō anamata ki te whakawhanake, ki te whakatinana hoki i ā rātou kaupapa here; ko te tuku i ngā ratonga tūmatanui e nui ana te kounga, e nahanaha ana anō hoki; ko te tautoko i te Kāwanatanga e tūroa ai te whai oranga o te marea; ko te huawaere i te whai wāhitanga o te kirirarau ki te ao tūmatanui me te whakatutuki i ngā mahi i runga i tā te ture i whakahau ai. E hiranga ana te wāhi ki a mātou ki te tautoko i te Karauna i ana hononga ki ngā iwi Māori i raro i te Tiriti o Waitangi. Ahakoa he nui ngā momo tūranga mahi, e tapatahi ana ngā kaimahi tūmatanui i roto i te whakaaro nui ki te hāpai i ngā hāpori, ka mutu, e arahina ana ā mātou mahi e ngā mātāpono matua me ngā uara o ngā Kaimahi Tūmatanui.*

The public service works collectively to make a meaningful difference for New Zealanders. The Public Service Act 2020 states that the purpose of the public service is to support constitutional and democratic government, enable both the current Government and successive governments to develop and implement their policies, deliver high-quality and efficient public services, support the Government to pursue the long-term public interest, facilitate active citizenship and act in accordance with the law. We have an important role in supporting the Crown in its relationships with Māori under the Treaty of Waitangi and te Tiriti o Waitangi. Whilst there are many diverse roles, all public servants are unified by a spirit of service to the community, and guided by the core principles and values of the public service in our work.

**About the Ministry - Mō te Manatū**

The Ministry of Foreign Affairs and Trade (the Ministry) acts in the world to build a safer, more prosperous and more sustainable future for New Zealanders. We do this by building connections with and influencing other countries to advance New Zealand's interests, project New Zealand values and secure the outcomes that matter to New Zealand. We pursue the Government's international priorities and provide advice to the Government on the implications for New Zealand of what is happening in the world.

Our work contributes to the wellbeing of New Zealanders' in the following ways:

- **Kaitiakitanga:** Generations of New Zealanders benefit from sustainable solutions to global and regional challenges;
- **Prosperity:** New Zealanders have better job opportunities and incomes from trade, investment and other international connections;
- **Security:** New Zealanders are able to live, do business, travel and communicate more safely at home and offshore;
- **Influence:** New Zealanders have confidence their country can influence others on issues that matter for them now and in the future.

**Diversity and Inclusion - Kanorau, Kauawhi**

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.

Our values are:

- **Impact:** We achieve for New Zealand, every day, everywhere
- **Kotahitanga:** We draw strength from our diversity
- **Courage:** We do the right thing
- **Manaakitanga:** We honour and respect others

The Ministry recognises the importance of staff having flexibility around work hours and working arrangements to maintain a work/life balance. In turn there may be some situations where the Ministry's business deliverables require staff to be available during certain hours of the day or for longer periods to meet a temporary surge in work requirements.

---

### About the Position - Mō te Tūranga

This senior level role will focus on implementing Sustainable Development Goal (SDG) 5 related to Gender Equality and the empowerment of women and girls. It will also support SDG 10 related to reducing inequality within and among countries based on gender or sexual identity. These rights are crucial to resilience and a sustainable future; it's proven that empowering all helps economic growth and development.

---

### Key Accountabilities - Kawenga Matua

This role will contribute to ensuring women's full and effective participation and equal opportunities for leadership at all levels of decision making in political, economic and public life.

The role will focus on two influential areas of women and girls' empowerment in the Pacific, women's political participation and sport. Both of these domains hold strong levers for women's leadership in the Pacific region. The role also includes advancing Pacific gender equality through engagement in some international fora including UN and Commonwealth events as required.

#### 1. Pacific political participation

- Participation in and development of women's and LGBTQI+ parliamentary networks in the Pacific that align with current initiatives e.g. UN Women and Commonwealth Women Parliamentarians (NZ and Pacific)
- Development of partnerships and identification of a programme of work to support women's political participation and participation in the political process in the Pacific
- Advocacy for women's political participation
- Advocacy for girls and women's participation in political processes
- Targeted engagement on LGBTQI+ political participation

#### 2. Women in Sport in the Pacific

- Lead development and implementation of New Zealand's Pacific sports diplomacy, with a focus on women and girls
- Relationship building with sports bodies, Pasifika groups, NGOs and agencies in New Zealand and the Pacific region that support Pacific girls' and women's sport
- Identification of potential girls and women's sports partnerships and the development of these into funded activities
- Leverage New Zealand's support to crowd-in funding from the private sector and other development partners
- Advocacy for girls and women's participation in sports

### Key Performance Indicators

- New Zealand recognised as an enabler of Pacific women's political participation
- Approval of a programme of work to support women's and LGBTQI+ political participation in the Pacific
- The development of an agreed Pacific sports diplomacy framework focussed on women and girls
- The approval of a programme of girls and women's sports partnerships
- Businesses cases for initiatives approved and implemented successfully

## Organisational Responsibilities

- 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.
- 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.
- Be aware of and adhere to the Ministry's Health and Safety policies and procedures.
- Share in the responsibility for health and safety in the work environment by carrying out work-related activities in accordance with safe operating procedures and by accurately reporting all hazards, accidents and incidents.
- 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, including contributing to/presenting at internal learning and development opportunities.

---

## Mandatory Role Requirements - Whakaritenga Tūranga Whakahauanga

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

---

## References

### Ministry's Strategic Intentions 2019-2023

Available here: <https://www.mfat.govt.nz/en/about-us/our-strategic-direction/>