



## POSITION DESCRIPTION

<b>Position Title</b>	<b>Senior Development Programme Coordinator</b>
<b>Unit</b>	NZ High Commission, Kiribati
<b>Responsible to</b>	Deputy High Commissioner
<b>Term of Position</b>	Open Tenure
<b>Functional Relationship</b>	New Zealand Aid Programme team members, International Development Group of the Ministry of Foreign Affairs and Trade, Wellington, NZ High Commission staff, partners including Kiribati Government, NGOs, private sector and other donors
<b>Position Objective</b>	To assist in the implementation, evaluation and development of the New Zealand Government's official development assistance programmes in Kiribati to meet agreed outcomes

### The New Zealand Aid Programme

The New Zealand Aid Programme is the official development assistance programme of the New Zealand Government, managed and administered, in Wellington and at Posts, within the New Zealand Ministry of Foreign Affairs and Trade.

The strategic objective for the Aid Programme is sustainable development in order to reduce poverty and contribute to a more secure, equitable and prosperous world. Within that objective, the programme has a core focus on sustainable economic development and a geographic focus in the Pacific.

The Aid Programme recognises partnership and participation as key to co-operation between donor and partner countries. The programme includes bilateral, multilateral, regional and thematic programmes. In all programmes, there is a strong focus on strengthening the effectiveness of aid. To this end, the programme includes a range of operational and delivery mechanisms including sector-wide approaches, technical assistance, grants, contestable funds and agency agreements. All programmes have a focus on sustainable outcomes for our development partners.

The Ministry of Foreign Affairs and Trade is committed to managing the effective delivery of the New Zealand Aid Programme in such a manner as to meet agreed outcomes in line with programme policies, strategies and quality standards.

The agency has identified key values for it to operate effectively, both in delivering development results and for those working within it. These include operating in an open, responsive and team-based manner with a focus on outcomes developed through participatory decision-making and equitable partnerships.

## **DUTIES & RESPONSIBILITIES**

### **Programme and Activity Management**

- ❑ Manage the initiation, implementation, monitoring and evaluation of development projects and ensuring the Programme Strategy principles are applied
- ❑ Manage, monitor and oversee all activities within the Country programmes in coordinate manner that promotes learning and collobartion between activites. These include bilataeral activities and also include regional/multi-country activities as required
- ❑ Support programme partners to effectively plan, implement and evaluate funded activities that produce or contribute towards development outcomes
- ❑ Work with partners – either directly or by engaging contractors – to improve the quality of their plans, programmes, management and evaluative systems and administrative processes

### **Financial Management and Administration**

- ❑ Contribute to annual planning of budgets and monitor activity budgets, cash flows, and financial approvals in line with MFAT IDG financial management systems and delegations
- ❑ Monitor the financial management and accountability systems for projects, agency payments or grants
- ❑ Ensure key documentation on programme activities is complete and accurate an recorded in MFAT systems.
- ❑ Assist in preparation of funding arrangements and contracts for programme partners in accordance Aid Programme procedures and in consultation with International Development Group contracts staff in Wellington

### **Monitoring & Evaluation**

- ❑ Monitor the delivery and results of development activities in cooperation with partners, stakeholders and other donors
- ❑ Oversee evaluation of development activities

### **Managing Relationships and Communication**

- ❑ Manage relationships with partner agencies, Private Sector, NGOs and other stakeholders
- ❑ Coordinate and harmonise with other donors regarding specific programme areas as agreed, in particular DFAT
- ❑ Manage the relationships with contractors in specific programme areas

- ❑ Attend meetings, seminars and presentations with other donors, government agencies, NGOs and other development agents to engage with and remain current with activities and thinking in the donor/development community and in the sectors relevant to the Aid Programme
- ❑ Prepare articles for the media as requested, provide information to the public as required, prepare information to assist with ministerials, give presentations and otherwise represent the Aid Programme in meetings and briefings with development partners and stakeholders as required

### **Strategy and Policy Development**

- ❑ Undertake policy analysis, reporting, briefing and stakeholder consultations around a range of development issues
- ❑ Contribute to the development of strategic approaches based on evidence of what works
- ❑ Apply all Aid Programme policy and strategy documents/ developments
- ❑ Contribute to the strategic development of the programme including by providing local perspective and knowledge
- ❑ Contribute to Aid Programme operational planning processes

### **General**

- ❑ Other duties in support of the Aid Programme and NZHC as required.

## **PERSON SPECIFICATION**

### **Qualifications**

A relevant tertiary qualification and three years relevant professional experience. A post-graduate degree in development or a related field is desirable.

### **Work organisation**

Able to plan, organize and monitor task at strategic, programming and project levels while maintaining a clear focus on sustainable outcomes. Able to coordinate a range of complex tasks simultaneously. Able to effectively prioritise and organize own workload.

### **Work knowledge and experience**

A strong background in development, an in depth understanding of key development issues relevant to Kiribati and the Pacific region and evidence based responses.

Understanding of sound development principles including around sustainable economic development. Understanding of gender, human rights and environmental issues and their application and their application in the community. Understanding of budget and management.

**Research/Analysis**

Excellent analytical skills with demonstrate ability to analyse, interpret and make sound judgements.

**Communication**

A high standard of written English skills, and oral skills in both English and i-Kiribati. This includes the ability to present and effectively debate complex issues. Excellent listening skills.

**Problem Solving**

Can identify issues that are likely to be sensitive and develop appropriate responses based on sound judgement.

**Interpersonal**

Is able to develop professional relationships of trust and confidence. Able to develop equitable partnerships. Able to work effectively in a cross cultural environment.

**Strategy**

Able to undertake strategic planning which is holistic and cohesive.

**Team Work**

A willing, inclusive and effective team player who supports the professional development of colleagues. An understanding of and willingness to work in a team.

**Computer Skills**

Excellent computer and keyboard skills with advanced competency in the Windows XP operating environment, including Excel and Word. Proven experience in developing and implementing systems including budget administration. Ability to collate and prepare information in a clear and meaningful manner.

**Drivers Licence**

Desirable

**Personal Qualities**

Flexible, proactive, responsive, willing to show initiative, innovative, ability to follow through, ability to take a considered approach, ability to work within and improve systems, open to learning, ability to work without supervision, self confident with a good sense of humour.

Highest standard of honesty, integrity and discretion. Ability to obtain a police clearance.