

POSITION DESCRIPTION

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|--------------------------|--------------------------------------------------------|
| Position Title: | (Senior) Development Programme Coordinator |
| Responsible to: | Deputy High Commissioner |
| Location: | Nuku'alofa, Tonga |
| Term of Position: | Permanent, with a six month probationary period |

Organisation Profile New Zealand's international aid and development programme is managed by the Ministry of Foreign Affairs and Trade (The Ministry). The New Zealand Aid Programme aims to support sustainable development in developing countries, in order to reduce poverty and contribute to a more secure, equitable and prosperous world.

Context This role is based in the New Zealand High Commission in Nuku'alofa, Tonga.

The team at the High Commission works closely with the Ministry in Wellington to manage official development assistance (ODA) through policy engagement, relationship management and aid delivery (including planning, implementation and monitoring, and review evaluation). More information on the work of the aid programme is available at www.aid.govt.nz.

Glossary of the AID Programme's Terms

Programme

A programme is a collection of aid activities in a particular country (e.g. Tonga), region (e.g. the Pacific) or a thematic area (e.g. economic growth). The programme is normally guided by a programme strategy framework.

Activity

An Activity is an instrument for partner (donor and non-donor) support aimed to promote development. The Ministry uses the term Activity (with a capital 'A') to include projects and other aid modalities such as programmatic approaches and sector wide approaches.

Dimensions

| | |
|---------------------------------|-----|
| Number of direct Reports | Nil |
| Budget | Nil |
| Delegations | Nil |

Accountabilities

Personal Accountabilities:

This role will formally report to the Deputy High Commissioner, who is also the Aid Programme Manager.

Functional Relationships

Develop and maintain effective, collaborative relationships with the following:

Internal

- Deputy High Commissioner (line manager)
- High Commissioner
- Other MFAT seconded (sent from Wellington) and local staff
- International Development Group Deputy Director & staff in Wellington
- MFAT Pacific Division

External

- Partner Agencies
 - Other Donors
 - Contractors
 - New Zealand and in-country NGOs
 - Government agencies
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Key Result Areas

Responsibilities

Relationship Management

- Develop and manage in-country relationships at an Activity level with key stakeholders.
- Represent the High Commission at meetings and negotiations in-country at an Activity level (and where delegated, at Programme level).
- Contribute to High Commission communications with the local public and media.

Activity Management

- Manage Activity identification, design, appraisal, approval and implementation processes.
- Assure quality Activity implementation through active monitoring of progress, risk, and relationship management.
- Engage with Activity governance arrangements as needed.
- Work with Wellington to commission Activity review or evaluation, and contribute to decision making on outcomes.
- Manage Activity completion processes (final assessment, return of funds etc).

Contract Management

- Manage the development of contractual arrangements for Activities, including grant funding arrangements and contracts for service (which may involve a tender process).
- Manage contracts, including milestones, budget tracking, payments, reporting, risks, contract variations, and performance of contractors.

Programme Management

- Contribute to development of Programme strategy, policies, planning and budgetary documents
- Contribute to decisions about future direction of Programme
- Contribute to (and where delegated, manage) reporting on Programme progress and budget.

Policy Engagement

- Contribute to agency policy development.

(Senior DPC)

- Contribute to reporting on in-country analysis and experience to inform policy development.

Note: *The Ministry reserves the right, following consultation, to alter the allocation of tasks, responsibilities, and the work team in order to best meet business needs.*

Person Specifications

Qualifications & Technical Skills

- A tertiary qualification in a relevant discipline.
- An excellent standard of written and spoken English, including ability to communicate in a clear and structured fashion.
- Ability to communicate in Tongan (desirable).

Experience & Knowledge required for effective performance in the position

- Significant work experience in development programming with a multi/bilateral donor; or business planning, including project cycle management, financial management, monitoring and evaluation.
- Ability to plan, organise and undertake a range of complex tasks.
- Ability to prioritise and work independently and effectively with minimal supervision.
- (desireable) and understanding of development good practice and principles including the cross-cutting issues of gender, human rights and environment.
- (desireable) Experience with small business, tourism, agriculture or fisheries sectors would be an advantage but is not essential.
- (desireable) Experience of working in Tonga, with a network of existing relationships

Personal Qualities

- Ability to learn, both policy and new systems and processes and work within these
- Judgment, including the ability to identify and pro-actively rectify or prevent problems or issues
- The ability to develop, build and maintain relationships with partners organisations including Ministers, officials and communities as well with contractors and other donors.
- Flexibility, including the readiness to take on tasks that may be outside the strict job description
- Planning, including the ability to plan one's own workload and prioritise accordingly
- Ability to develop professional relationships of trust and confidence.