NEW ZEALAND MINISTRY OF
FOREIGN AFFAIRS & TRADE
MANATŪ AORERE

NEW ZEALAND
MINISTRY OF FOREIGN AFFAIRS & TRADE
Aid Programme

POSITION DESCRIPTION

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**
Closing Date:	**4pm Tonga/NZ time, 18 November 2012**

Organisation Profile

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

The aid programme in Tonga is currently focussed on the energy, education, tourism, small business and policing sectors.

Context

This role is based in the New Zealand High Commission in Nuku'alofa, Tonga. Experience with the energy sector would be an advantage but is not essential.

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).

Purpose	To manage activities and contracts related to New Zealand's aid programme in Tonga.	
Dimensions	**Number of direct Reports**	Nil
	Budget	Nil (though responsibility for management of grants and contracts with significant budgets)
	Delegations	Nil
Accountabilities	***Personal Accountabilities:*** This role will formally report to the Deputy High Commissioner, who has responsibility for overall management of the New Zealand Aid Programme in Tonga..	
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	

Responsibilities

Relationship Management	▪ Develop and manage in-country relationships with key stakeholders. ▪ Represent the High Commission at meetings and negotiations

Responsibilities	
	in-country
	▪ Contribute to communications with the local public and media.
Activity Management	▪ Manage Activity[1] 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 (committees, boards etc) 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[2] Management	▪ Engage in development of programme strategy, policies, planning and budgetary documents
	▪ Contribute to and where delegated advise on decisions about future direction of Programme
	▪ Contribute to (and where delegated, manage) reporting on Programme progress and budget.
Policy Engagement (Senior DPC)	▪ Contribute to policy development.
	▪ Contribute to reporting on in-country analysis .
Other	▪ As required, assist with other tasks related to the representation of New Zealand in Tonga.

[1] The Ministry uses the term “Activity” with a capital A to denote aid-funded projects.

[2] A Programme is a collection of activities. In this case the Tonga bilateral programme.

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 Specification

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	▪ Work experience either in development programming with a multi/bilateral donor or alternatively, business or project 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. ▪ (desirable) an understanding of international development good practice and principles, including understanding of the cross-cutting issues of gender, human rights and the environment.

Personal Qualities

- Ability to quickly learn, both policy and new systems and processes
- Judgment, including the ability to identify and pro-actively manage or prevent problems or issues as they arise
- The ability to develop, build and maintain relationships with partners organisations including officials, senior management of aid recipient organisations,community leaders and members, as well with contractors and other donors.
- Flexibility, including the readiness to take on tasks that may be outside the strict job description
- Self management, including the ability to plan one's own workload and prioritise accordingly
- Ability to develop professional relationships of trust and confidence.