



TE RŪNANGA O NGĀI TE RANGI IWI TRUST

SITUATIONS VACANT

UNIT: MATĀURANGA (EDUCATION) UNIT

POSITIONS AVAILABLE:

START DATE: 15th January 2020

1. Matāuranga Administration and Programme Support

Days: Monday to Friday

Hours: 15 hours per week to be worked between 8.30am to 4.30pm (negotiable)

Organisational Purpose:

To uphold the mana and tino rangatiratanga o Ngai Te Rangi by advancing its cultural, social, economic and political development.

Position Purpose:

Provide general administrative and project support to the Matāuranga Manager.

Skill Requirements:

1. Administration - general office duties including maintaining basic office equipment
2. Communications - Maintaining effective communications
3. Resources - Purchase, storage and maintenance of Programme Resources
4. Bookings - Venue bookings, Accommodation
5. Travel – Bookings and maintenance of Vehicle
6. Advertising and Promotions
7. Contract and Budget Support – Administration
8. Data and Records Storage
9. Unit Procedures and schedules
10. ICT and computer knowledge and skills – please outline
11. Programme and Special Projects n Support
12. General Management Support

PROCESS FOR APPLICATION:

- Job Advertisement for a period of 2 weeks
- Applicants submit letter of interest and CV to ngareta@ngaiterangi.org.nz **by 4.00pm Friday 03 January 2020**
- Shortlist invited to formal interview. Prior to your interview you will receive an assessment form and a Police Vetting form for you to fill in and send back with the required paperwork to the Iwi Services.
- Interview Process
- Unsuccessful applicants will be notified by Iwi Services.

If you have any questions then please email Ngareta Timutimu ngareta@ngaiterangi.org.nz.