



## TE RŪNANGA O NGĀI TE RANGI IWI TRUST

### SITUATIONS VACANT

#### UNIT: MATĀURANGA (EDUCATION) UNIT

#### POSITIONS AVAILABLE:

START DATE: 15<sup>th</sup> January 2020

##### 1. Matāuranga Special Project Support

Days: Monday to Friday

Hours: 20 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:

- Matāuranga Communications - FB, Website, Email
- Maintain office systems and documentation
- Project Support - hui coordination and logistics
- General administration support to the Matāuranga Manager

#### PROCESS FOR APPLICATION:

- Job Advertisement for a period of 2 weeks
- Applicants submit letter of interest and CV to [ngareta@ngaiterangi.org.nz](mailto:ngareta@ngaiterangi.org.nz) **by 4.00pm Friday 3<sup>rd</sup> 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](mailto:ngareta@ngaiterangi.org.nz).