



Ngāi Te Rangi Iwi

TE RŪNANGA O NGĀI TE RANGI IWI TRUST

SITUATIONS VACANT

UNIT: IWI SERVICES

24 JANUARY 2019

POSITIONS AVAILABLE:

START DATE: 18TH February 2019

1. Part Time Administrator

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 Ngāi Te Rangi by advancing its cultural, social, economic and political development.

Position Purpose:

Provide general administrative support to the Iwi Services Unit.

Responsibilities/Tasks

- Tribal Register
- Iwi Communications – Website, Facebook, Emails
- Secretarial services to Board of Trustees
- General administration support to CEO and Chairman
- Special events co-ordination – AGM, Elections, Hui a Iwi, Staff Functions
- Financial administration support

PROCESS FOR APPLICATION:

- Job advertisement for a period of 2 weeks
- Applicants submit Letter of Interest and CV to reception@ngaiterangi.org.nz **by 4.00pm Friday 8TH February 2019**
- 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 huhana@ngaiterangi.iwi.nz or telephone 07 575 3765.