



Ngāi Te Rangi Iwi

TE RŪNANGA O NGĀI TE RANGI IWI TRUST

SITUATIONS VACANT

UNIT: MATĀURANGA (EDUCATION) UNIT

POSITIONS AVAILABLE:

START DATE: 30 OCTOBER 2019

1. Matāuranga 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 Matauranga 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 reception@ngaiterangi.org.nz **by 4.00pm Friday 25th October 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 Ngareta Timutimu ngareta@ngaiterangi.org.nz or telephone 07 575 3765.