

Kaiāwhina | Executive Assistant to Te Tumu Whakarae mō te Wāhine | Secretary for Women

Wellington, 1 FTE permanent role (Full time is 38 hours per week)

- Are you efficient and experienced in supporting a busy senior executive?
- Do you want a role where you can draw on your organisational skills, professionalism and problem-solving?
- Are you a true team player, calm under pressure, with a willingness to dig in and get the job done?

Mō Manatū Wāhine | About Manatū Wāhine

Manatū Wāhine Ministry for Women is the Government's principal advisor on improving the lives of wāhine women and kōtiro girls in Aotearoa New Zealand. We provide system leadership, working across government and with stakeholders to improve outcomes for wāhine women and kōtiro girls.

Our people are crucial to achieving the strategic outcomes we are seeking. We are looking for an experienced professional with a proven track record of delivery to join our team and help us deliver for wāhine women.

We value our Ko wai mātou (ways of working) that guide and influence how we work as individuals, as teams and as one Ministry to achieve the best outcomes for those we serve. Our Ko wai mātou are:

- Kia Māia – we are brave and courageous in all we do
- Tuia mai – we embrace and support wāhine from all communities
- Whakamanawa – we lead with heart to achieve the best outcomes for wāhine.

Mō tēnei tūranga mahi | About this role

As the Executive Assistant you will be responsible for providing high quality executive and administrative support to maximise the Chief Executive's ability to effectively carry out their role. To be effective, it will be essential that you develop strong working relationships not only with the Chief Executive, but with the senior leadership team, and kaimahi across the wider organisation. You will also need to be confident and exercise good judgement in working with a range of external stakeholders. Everyday support includes calendar and inbox management, preparation for meetings and engagements, and coordinating travel and other logistical arrangements.

Ko koe tēnei | About you

To be successful in this role you will be a natural communicator and will demonstrate high standards in your mahi. You will be a highly skilled executive assistant who has experience supporting senior level positions. You will also bring:

- Excellent organisational and problem-solving skills
- Advanced skills across the Microsoft Office suite and a high degree of confidence and ability using technology

- A proven use of initiative and experience in planning, prioritising, and working under pressure
- Discretion and tactfulness when dealing with confidential, commercially sensitive, and personal work-related information
- Knowledge of the machinery of government and public sector processes and systems will be an advantage

You will also have knowledge, or a willingness to gain an understanding, of te Tiriti o Waitangi and be able to apply this within the work that you do, as well as an appreciation of the multicultural nature of Aotearoa New Zealand.

Me pēhea te tuku tono | How to apply

The salary range for this Kaiāwhina |Executive Assistant role is \$74,037 to \$90,107. A copy of the full job description and application form can be found on the [Manatū Wāhine website](#).

To apply for this position, send the completed [application form](#), a covering letter which outlines why you are interested in the role, and your CV which highlights your skills, knowledge and experience relevant to the role to The People Team, via our email address recruitment@women.govt.nz. Applications close at **5.00pm Wednesday, 20 September 2023**.

We are committed to providing a working environment that values inclusion, diversity and accessibility. We embrace the unique perspective and capabilities of our current and future employees, which will help us to improve outcomes for wāhine women and kōtiro girls. If you have any support or access requirements, we encourage you to tell us when you apply so that we can assist you through the recruitment process.

If you would like us to consider a flexible working arrangement, please let us know how that might best work for you as part of your application.