

John Luke  
fyi-request-11793-cd418a38@requests.fyi.org.nz

20/12/2019

Dear Mr Luke

**RE: OIA 2019-20-07 Current and Future Vacancies**

Thank you for your email of 4 December 2019 regarding an Official Information Act 1982 (the Act) request, seeking:

*I would like to understand based on your Org Chart:*

- 1) Are there any position that are currently vacant and how long it has been vacant for?*
- 2) If there are, may I have the job title and the relevant job description/salary band?*
- 3) Also are there any future opening in 2020, in particular the job based offshore, and the relevant job description/salary band?*

Regarding Questions One and Two, NZTE interprets a vacant position as existing once approval has been given to recruit. Following approval, NZTE typically advertises as soon as practically possible on its careers site: <https://www.nzte.govt.nz/about/careers/jobs/>. This website contains both internal and external vacancies. Internal vacancies are only visible to NZTE staff. As at the date of this letter (20/12/2019), there are currently no vacant positions being advertised. When vacancies are advertised you will find a position description on each job advert.

Exceptions to the above include: when advertising is held due to the time of year (e.g. holiday periods), if the role is short term, or the role is a redeployment opportunity.

Regarding Question Three, NZTE is unable to comment on roles yet to become vacant that it has no knowledge of. We can however provide a list of our overseas Trade Commissioner roles with terms due to expire in 2020. However, Trade Commissioners terms can be extended. This information is attached as Attachment One.

You have the right to seek an investigation and review by the Ombudsman of this decision. Information about how to make a complaint is available at [www.ombudsman.parliament.nz](http://www.ombudsman.parliament.nz) or freephone 0800 802 602.

Yours sincerely,



Melissa Trochon

**Attachment One:**

<b>Role</b>	<b>Job Description</b>	<b>Salary Band</b>
Trade Commissioner - Taipei	This role leads our market based international team and is responsible for the growth of New Zealand customers operating in this market. To do that you'll need to create a great business plan, lead a high performing team and leverage influential relationships, internally and externally. As Trade Commissioner, you are the face of New Zealand to businesses, promoting our country and building strong partnerships between local companies and New Zealand customers.	132,030-176,040
Trade Commissioner - Africa (Dubai based)	This role leads our market based international team and is responsible for the growth of New Zealand customers operating in this market. To do that you'll need to create a great business plan, lead a high performing team and leverage influential relationships, internally and externally. As Trade Commissioner, you are the face of New Zealand to businesses, promoting our country and building strong partnerships between local companies and New Zealand customers.	132,030-176,040
Trade Commissioner - Seoul	This role leads our market based international team and is responsible for the growth of New Zealand customers operating in this market. To do that you'll need to create a great business plan, lead a high performing team and leverage influential relationships, internally and externally. As Trade Commissioner, you are the face of New Zealand to businesses, promoting our country and building strong partnerships between local companies and New Zealand customers.	132,030-176,040
Trade Commissioner/ Consul General - Hamburg	This role leads our market based international team and is responsible for the growth of New Zealand customers operating in this market. To do that you'll need to create a great business plan, lead a high performing team and leverage influential relationships, internally and externally. As Trade Commissioner, you are the face of New Zealand to businesses, promoting our country and building strong partnerships between local companies and New Zealand customers. As Consul General, you must provide appropriate consular services, including the protection of the rights of New Zealand citizens.	132,030-176,040
Trade Commissioner/ Consul General – Ho Chi Minh City	This role leads our market based international team and is responsible for the growth of New Zealand customers operating in this market. To do that you'll need to create a great business plan, lead a high performing team and leverage influential relationships, internally and externally. As Trade Commissioner, you are the face of New Zealand to businesses, promoting our country and building strong partnerships between local companies and New Zealand customers. As Consul General, you must provide appropriate consular services, including the protection of the rights of New Zealand citizens.	132,030-176,040

