

2 August 2021



Ministry for
**Ethnic
Communities**
Te Tari Mātāwaka

John Luke

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Tēnā koe John

Your Official Information Act request OIA2122-0018

Thank you for your email of 5 July 2021 requesting, under the Official Information Act 1982, *"...a copy of your org chart and the job description of each of your positions."*

I have enclosed:

- **Appendix 1:** 'Ministry for Ethnic Communities Organisation Chart', dated 1 July 2021; and
- **Appendix 2:** Job descriptions for each position within the Ministry for Ethnic Communities (the Ministry).

With the exception of the Executive Director – Operations and the Private Secretary roles, all of the job descriptions have been carried over from the Office of Ethnic Communities to the new Ministry, which came into being on 1 July 2021. These job descriptions and the organisation chart will be updated in due course in response to the changing business needs of the Ministry.

Please also note that the Ministry does not hold job descriptions for the Chief Executive (as this was a Public Services Commission appointment) and Lead Advisor Ministerial Servicing (as this is a temporary position until November 2021 only). In addition, the position of Principal Advisor to the Executive Director – Operations (P8966) is to be disestablished.

Ngā mihi

Anusha Guler
Executive Director – Operations
Ministry for Ethnic Communities