

John Luke  
[fyi-request-21870-2890ba1a@requests.fyi.org.nz](mailto:fyi-request-21870-2890ba1a@requests.fyi.org.nz)

17 March 2023

Dear John Luke

**RE: OIA 22-23-26 NZTE ORG CHART, JOB DESCRIPTIONS AND VACANCIES**

Thank you for your email of 20 February 2023 to New Zealand Trade and Enterprise (NZTE), making a request under the Official Information Act 1982 (the Act).

You requested the following information:

1. Any position that are currently vacant and how long it has been vacant for.
2. The job title and relevant job description/salary band.
3. Any future opening or planned recruitment in 2023.
4. An updated org chart.

The information you have requested is attached as appendices. Regarding question's one and three, 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/>.

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 two, as of 23 February 2023, nine positions were being advertised. When vacancies are advertised a position description is also provided on NZTE's careers site. **Appendix One** displays job titles and salary bands for those positions. Please note that this request has been interpreted as at 23 February 2023.

Regarding question four, please find the organisation chart as at 23 February 2023 attached as **Appendix Two**. The chart has been split into sections for accessibility reasons as the combined chart would be too wide. To clarify, the chart is intended to go from left to right numerically.

You have the right under section 28(3) of the Act 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  
**DIRECTOR – MINISTERIAL**