

29 July 2024

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Tēnā koe John Luke

We refer to your email of 1 July 2024 in which you request the following under the Official Information Act 1982 (OIA):

'I am writing to request information regarding the appointment of the Chief Information Officer (CIO) at the Ministry of Foreign Affairs and Trade (MFAT). Specifically, I am seeking the following information:

Job Description:

A detailed job description for the Chief Information Officer position at MFAT.

Required Qualifications:

The qualifications required for the Chief Information Officer position, including educational background, professional experience, and any specific skills or certifications needed.

Interview Procedure:

An overview of the interview and selection procedure for the Chief Information Officer position, including:

The stages of the interview process.

Number of interviewed candidates.

The criteria used for selecting candidates.

The composition of the interview panel.'

A copy of the job description for the Chief Information Officer position is attached, which also contains a list of the qualifications, educational background and professional experience required for the role.

The interview procedure will follow the standard Ministry of Foreign Affairs and Trade (the Ministry) procedure. More information about this can be found on our careers page www.mfat.govt.nz/en/about-us/work-with-us/applying-for-a-role-with-us

For this level of role, there is likely to be a two-step interview process. The first interview will be a panel interview where candidates will be asked questions that are focused on behaviours and the competencies of the role (namely Thought, Delivery, Influence, People and Self). The panel will be made up of relevant and diverse staff members including the hiring manager, however the exact makeup of the panel is yet to be confirmed.

The Ministry has not finalised the short list of candidates that will be interviewed yet, but the long list has six candidates that are currently being screened. The criteria used for long listing candidates includes:

- Previous CIO experience (number of years);
- People Leadership;
- Experience in driving transformation in a complex organisation; and
- The ability to gain and maintain a security clearance (top secret level).

Please note that it is our policy to proactively release our responses to official information requests where possible. Therefore, our response to your request (with your personal information removed) may be published on the Ministry website: www.mfat.govt.nz/en/about-us/contact-us/official-information-act-responses/

If you have any questions about this decision, you can contact us by email at: DM-ESD@mfat.govt.nz. You have the right to seek an investigation and review by the Ombudsman of this decision by contacting www.ombudsman.parliament.nz or freephone 0800 802 602.

Nāku noa, nā



Sarah Corbett
for Secretary of Foreign Affairs and Trade