



Position Profile – New Zealand National Commission for UNESCO (members and Chair)

Appointed by:	Minister of Education
Term:	Up to 3 years (potential for reappointment)
Remuneration:	Up to \$8,700 per annum for members (currently \$4,350 based on 15 days) \$17,500 per annum for Chair (based on 50 days)



About the National Commission for UNESCO

The United Nations Educational, Scientific and Cultural Organisation (UNESCO) is the United Nations agency with responsibility for promoting cooperative action between member states in the areas of education, science, culture, social science (including peace and human rights) and communication and information.

The National Commission is the main channel of cooperation between New Zealand and UNESCO. It fulfils New Zealand's obligations as a member state, manages New Zealand's relationship with UNESCO, maintains activities in support of the UNESCO mandate and provides advice to Government on UNESCO matters.

The functions of the Commission are to:

- advise the government and its agencies on all matters relating to UNESCO and on any matters referred to it by the Minister, including the composition of New Zealand's delegations to UNESCO's General Conference and other UNESCO meetings
- serve as a first point of contact for UNESCO in New Zealand and to undertake a programme of activities which promotes UNESCO objectives in New Zealand
- act as a conduit for contributing New Zealand leadership and expertise to the work of UNESCO and to represent New Zealand's views and positions on UNESCO-related matters
- facilitate the engagement with UNESCO of New Zealand's government agencies and non governmental organisations, institutions and individuals, including through funding support and the establishment of sectoral sub-commissions and networks
- provide a governance structure and strategic direction for the work of the National Commission
- approve an annual work plan for consideration by the Minister and to report to the Minister at six monthly intervals on progress against agreed objectives
- assist with the recruitment and appointment of suitably qualified New Zealanders to UNESCO positions internationally
- assist the Pacific sub-region to derive full benefit from its engagement with UNESCO.

Workload, remuneration and term of appointment

The National Commission meets in Wellington around four times a year. Attendance at UNESCO events and communication between meetings is also expected.

Members receive a fee of up to \$8,700 per annum for an assumed commitment of 30 days per year for meeting attendance and other National Commission business. Fees are set in accordance with the [Cabinet fees framework](#).

The fee is payable in two parts:

- \$4,350 per annum, based on 15 working days per year paid in monthly instalments of \$362.50
- Any additional work beyond 15 days at a rate of \$290 per day.

The Chair receives a fee of \$17,500 per annum (based on 50 days).

Members and the Chair are entitled to reasonable and actual allowances for travelling and other expenses relating to performing their duties and responsibilities.

Appointments are for terms of up to three years. Members and the Chair may be considered for reappointment when their term expires, up to a maximum of six years.

Position purpose

The National Commission for UNESCO provides advice to the New Zealand Government on its relationship with the international organisation. It manages a programme of activities nationally and sub-regionally which supports NZ membership and promotes UNESCO objectives.

Skills profile

National Commission members are expected to have:

- proven skills and expertise, professional standing and established contacts and networks in the cultural sector and/or other UNESCO's programme areas (education, natural science, social sciences, communication and information)
- experience in working across and between sectors
- governance and financial acumen
- international experience and/or empathy with the ideals of the United Nations
- an understanding of the principles of the Treaty of Waitangi and its implications for the work of the National Commission
- a commitment to a strong multi-cultural society.

Responsibilities of all members

Members are responsible for the following:

- To collectively determine the National Commission's policies and strategic direction
- To collectively guide the work of the Secretariat
- To collectively govern the National Commission's Crown appropriation
- To provide specialist advice on the development of UNESCO international programmes and strategic direction and New Zealand's engagement with those programmes
- To provide leadership in the sectoral area of UNESCO's programme for which they have responsibility
- To identify activities for inclusion in the National Commission's work plan and budget which further UNESCO objectives in the New Zealand and Pacific contexts
- To engage as appropriate with government and non-governmental agencies with a direct involvement in the sector concerned
- To contribute to New Zealand's responses to consultations on UNESCO planning processes, in particular UNESCO's strategic plans and quadrennial programmes and budgets

- To provide advice on the selection of participants in UNESCO activities and on applications for funding
- To participate as appropriate in events and functions involving the National Commission.

Additional responsibilities of the Chair

The Chair is responsible for the following:

- To provide leadership to the National Commission
- To liaise with the Minister and Ministry of Education on matters relating to the National Commission and its Secretariat
- To ensure the full implementation of the Memorandum of Agreement between the Ministry and the Commission
- To provide leadership and support to members of the National Commission
- To convene and chair meetings of the National Commission and other meetings as required
- To provide guidance and support for the secretariat staff in carrying out their duties
- To take a leadership role in the co-ordination of New Zealand responses to consultations on UNESCO planning processes in particular UNESCO strategic plans and quadrennial programmes and budgets
- To identify and manage risk to the National Commission in NZ and internationally
- To ensure prudent management and use of Crown financial resources allocated to the Commission
- To report to the Minister of Education six-monthly on implementation of the National Commission's work programme
- To maintain relationships with Ministries and Departments whose core business is relevant to UNESCO's mandate
- To represent the National Commission at functions and events within NZ and overseas where required
- To maintain lines of communication with the NZ Embassy in Paris and the UNESCO Office in Apia
- To participate in the NZ delegation to UNESCO's biennial General Conference including leadership of the delegation as required.

Resignation or removal from office

A member may, at any time, resign from office by notifying the Minister and the Chair in writing. Any member, including the Chair, may be removed by the Minister by written notice.

New Zealand Government