



## Job Descriptions

Kei ngā mana, kei ngā reo tēnā koutou katoa. We are seeking three exceptional individuals to join Te Tumu Pakihi o Ngā Kura ā Iwi o Aotearoa in the following administration roles:

1. **KAITAUNAKI ANGITU** – *Administration Support to Te Whare Angitu*
2. **KAITAUNAKI WHAKAPAKARI** – *Administration Support for PLD*
3. **KAITATAU** – *Financial Processor (Part-Time 20hrs)*

**Ngā Kura ā Iwi o Aotearoa Incorporated (NKAI)** is a constituted body that represents and supports tribal schools that affiliate to our organisation voluntarily. We are focused on our Uri (students) achieving Mana Motuhake as expressed in the NKAI vision for our Uri, Te Tihi o Angitu. Mana Motuhake ensures that Uri have the cultural grounding, knowledge, skills, and wellbeing to live a fulfilling and meaningful life. The Vision of NKAI is expressed in Te Tihi o Angitu and consists of three Pou:

- **He Uri Whai Tukuihotanga:** Uri are Champions of our Cultural Identity! Uri are ancestrally driven, secure in their identity, language and culture and committed to their people.
- **He Uri Whai Mātauranga:** Uri are Seekers of Knowledge! Uri are future focused. They are passionate about learning, empowered with transferable skills for life, and are future makers.
- **He Uri Whai Oranga:** Uri are Healthy and Well. Uri have a healthy body, a flourishing spirit, a settled mind, and positive relationships with others.

**Te Tumu Pakihi** is focused on providing quality exemplary systems and processes that support and strengthen the operations of the Organisation in serving our Ngā Kura ā Iwi kaupapa, our Uri, our Kura and our Hāpori Whānui. Te Tumu Pākihi is led by Te Pou Hāpai and consists of four main areas: Human Resources, Finance, Operations, and Projects. As the organisation expands, Te Tumu Pakihi also expands its sectors to accommodate the ongoing growth of Ngā Kura ā Iwi o Aotearoa Incorporated.

### **GENERAL RESPONSIBILITIES**

All three roles will have responsibilities in the following areas:

- Quality and comprehensive administration support
- Accomplish results by communicating expectations; planning, monitoring, initiating, coordinating, prioritising and enforcing systems, policies, and procedures.
- Collaboration work in a digital space
- Uphold the integrity and mana of Ngā Kura ā Iwi o Aotearoa

### **QUALITIES REQUIRED**

Successful applicants for all three roles will require the following qualities:

- Competency in and knowledge of Te Reo Maori and Tikanga Maori
- High level of digital capability

- Multi-tasking within tight timeframes over a wide range of projects
- Proactive with identifying and implementing efficient working practises.
- Able to work independently and in a team environment
- Passionate about kaupapa Māori initiatives

#### **BENEFITS OF WORKING FOR NKAI:**

- You will have the opportunity to work as part of a kaupapa that has positive impacts on our Uri, whānau, hapū and iwi
- You will have flexibility to work in innovative ways

#### **ROLE SPECIFIC INFORMATION:**

##### **1. KAITAUNAKI ANGITU – ADMINISTRATION SUPPORT FOR WHARE ANGITU**

The Kaitaunaki Angitu will provide a high level of support and quality administration to the establishment and operations of Te Whare Angitu. The position is a full-time position that will sit in Te Tumu Pakihi and play a major role in the success of the learning and development opportunities made available to Kura ā Iwi students via technology-based distance learning strategies and effective pedagogy for rangatahi Māori including ‘wānanga’.

#### **EXPERIENCE REQUIRED IN:**

- Working in a kura administration setting with knowledge of student enrolments, processing and kura policies
- Event Logistics and or Virtual Event Logistics
- Finance Administration

##### **2. KAITAUNAKI WHAKAPAKARI – ADMINISTRATION SUPPORT – PLD**

The Kaitaunaki Whakapakari will provide a high level of support and quality administration to the operations of Te Whare Arataki and Te Whare Whakaako. Also a full-time position that will sit in Te Tumu Pakihi, the Kaitaunaki Whakapakari will play a major role in the success of the professional development opportunities made available to Kura ā Iwi staff, support staff, and leadership capacities through wānanga and the expansion of our digital platforms.

#### **EXPERIENCE REQUIRED IN:**

- Event Management and or Virtual Event Logistics
- Finance Administration
- Business Relationships – Influencer and Negotiator
- Administration Guru

##### **3. KAITATAU – FINANCIAL PROCESSOR Part-time 20hrs**

The Kaitatau will provide a high level of support and quality administration to the financial sector of Te Tumu Pakihi. The position of Kaitatau is a part-time position that will support the Pou Hāpai in the processing of financial information. The successful person will have a proven background in financial management, experience in accounting

processing, data entry and account reconciliations. You will bring strong attention to detail and a high level of accuracy, with good ability to problem solve and find solutions. As the organisation grows there is potential for this role to grow as well.

**EXPERIENCE REQUIRED IN:**

- Financial Processing
- Knowledge in an accounting software i.e.: Xero
- Journal Entries
- Technical Support

*If you have the above skills, experience and qualifications for any of these roles, and are looking for a fulfilling and exciting career in a kaupapa Māori uri-centric organisation, please apply by sending your CV and Cover Letter to [anaterira@kuraaiwi.nz](mailto:anaterira@kuraaiwi.nz)*

*For further information about any of these positions including an information sheet, please contact the Pou Hāpai Anaterira Huata at [anaterira@kuraaiwi.nz](mailto:anaterira@kuraaiwi.nz)*

**APPLICATIONS CLOSE AT 4PM ON THURSDAY 4 NOVEMBER 2021**

*Late applications will not be considered.*

*Mauri ora!*