

# Expressions of Interest

## Kaiāwhina (Administrative Support Services)

### Te Pae Motuhake o Te Kāhui ā-Iwi o Te Tai Hau ā-Uru

Contract type:	<b>Fixed-term, 1 year, part-time</b>
Location:	<b>Within the boundaries of Te Tai Hau-ā-Uru</b>
Closing date:	<b>02/10/2023</b>
Contract value:	<b>\$20,000.00 (per annum)</b>

Expressions of interest are sought for a highly organised Kaiāwhina (Administrator) to work alongside Te Pae Motuhake o Te Tai Hau-ā-Uru to support and contribute to the revitalisation of te reo Māori, for Māori, by Māori across the Kāhui ā-Rohe o Te Tai Hau-ā-Uru.

#### About us:

Pae Motuhake are kāhui or cluster-based advisory committees of Te Mātāwai. They consist of 6-8 members plus a Chair (Poutaki) who is also the Te Tai Hau-ā-Uru representative on the Board of Te Mātāwai.

The objective of Te Pae Motuhake o Te Tai Hau-ā-Uru is to contribute at a national level to leading the revitalisation of the Māori language. All members of Te Pae Motuhake o Te Tai Hau-ā-Uru contribute to:

- Providing positive leadership of te reo Māori at local and regional levels, including recommendations for possible candidates to any upcoming governance positions on Boards of Te Taura Whiri i te Reo Māori, Te Māngai Pāho and the Māori Television Service;
- Supporting Māori language revitalisation priorities and needs for the relevant kāhui/region;
- Using research to inform decisions made about Māori language revitalisation in the relevant region;
- Providing quality advice and recommendations through the Chair of Te Pae Motuhake o Te Tai Hau-ā-Uru to the Te Mātāwai Board on significant areas and issues as these arise;
- Developing a work programme and an Annual Investment Plan for Te Pae Motuhake o Te Tai Hau-ā-Uru; and
- Reviewing, assessing, and recommending proposals for investment support to the Board of Te Mātāwai for approval.

#### The role:

In this varied and busy role you will be supporting Te Pae Motuhake o Te Tai Hau-ā-Uru by:

- providing a comprehensive range of administrative functions to support and enable the operations of the Pae Motuhake

- working with the Te Mātāwai tari to support Pae Motuhake coordination, communication and information flow

**This contract is part-time and has a term of 1 year.**

### About you:

To succeed in this role you will bring:

- An understanding of Te Reo Māori and a sound understanding of tikanga and Treaty of Waitangi principles.
- The ability to plan, organize, achieve goals and undertake tasks with flexibility and agility
- Strong communication (written and verbal) and relationship management skills
- Proficiency in Microsoft Office 365 suite and the use of Zoom, Teams and social media platforms
- Passionate advocacy for the revitalisation of Te Reo Māori
- Based within the boundaries of Te Tai Hau-ā-Uru for the duration of the contract.

Be an integral part of our Pae Motuhake and Māori language revitalisation and undertake real work with real impact!

### How to apply:

For more information, including a job description, or to kōrero further about the role, please contact Candice Benson on 0273399720 or submit your expression of interest (including a cover letter and an up-to-date CV) to [mahi@tematawai.maori.nz](mailto:mahi@tematawai.maori.nz) NOW!

Expressions of interest close **5pm, Monday the 2nd of October 2023** (applicants to be notified of the outcome of their application shortly after the closing date).

