

John Luke  
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5 November 2021

Dear Mr Luke

**RE: OIA 20-21-10 NZTE Org chart, Job descriptions and Vacancies**

Thank you for your email of 19 October 2019 regarding an Official Information Act 1982 (the Act) request, seeking:

1. Any position that are currently vacant and how long it has been vacant for.
2. The job title and the relevant job description/salary band of these roles.
3. Any future opening or planned recruitment in 2022, in particular the job based offshore, and the relevant job description/salary band.

Regarding Questions One and Two, 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/>. This website contains both internal and external vacancies. Internal vacancies are only visible to NZTE staff. As at the date of this letter (5/11/2021), there are currently eight vacant positions being advertised. When vacancies are advertised you will find a position description on each job advert.

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 Three, NZTE is unable to comment on roles yet to become vacant that it has no knowledge of. We can however provide a list of our overseas Trade Commissioner roles with terms due to expire in 2022. Please note, Trade Commissioners terms can be extended. This information is attached as Attachment One.

You have the right 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

**Attachment One:**

<b>Role</b>	<b>Job Description</b>	<b>Salary Band (NZD)</b>
Trade Commissioner - Tokyo	This role leads our market based international team and is responsible for the growth of New Zealand customers operating in this market. To do that you'll need to create a great business plan, lead a high performing team and leverage influential relationships, internally and externally. As Trade Commissioner, you are the face of New Zealand to businesses, promoting our country and building strong partnerships between local companies and New Zealand customers.	132,030-146,700
Trade Commissioner/ Consul General – Mumbai	This role leads our market based international team and is responsible for the growth of New Zealand customers operating in this market. To do that you'll need to create a great business plan, lead a high performing team and leverage influential relationships, internally and externally. As Trade Commissioner, you are the face of New Zealand to businesses, promoting our country and building strong partnerships between local companies and New Zealand customers. As Consul General, you must provide appropriate consular services, including the protection of the rights of New Zealand citizens.	132,030-146,700
Trade Commissioner/ Consul General – Vancouver	This role leads our market based international team and is responsible for the growth of New Zealand customers operating in this market. To do that you'll need to create a great business plan, lead a high performing team and leverage influential relationships, internally and externally. As Trade Commissioner, you are the face of New Zealand to businesses, promoting our country and building strong partnerships between local companies and New Zealand customers. As Consul General, you must provide appropriate consular services, including the protection of the rights of New Zealand citizens	132,030-146,700
Trade Commissioner - Santiago	This role leads our market based international team and is responsible for the growth of New Zealand customers operating in this market. To do that you'll need to create a great business plan, lead a high performing team and leverage influential relationships, internally and externally. As Trade Commissioner, you are the face of New Zealand to businesses, promoting our country and building strong partnerships between local companies and New Zealand customers.	132,030-146,700
Trade Commissioner – Hong Kong	This role leads our market based international team and is responsible for the growth of New Zealand customers operating in this market. To do that you'll need to create a great business plan, lead a high performing team and leverage influential relationships, internally and externally. As Trade Commissioner, you are the face of New Zealand to businesses, promoting our country and building strong	132,030-146,700

	partnerships between local companies and New Zealand customers.	
Trade Commissioner – Gaungzhou	This role leads our market based international team and is responsible for the growth of New Zealand customers operating in this market. To do that you'll need to create a great business plan, lead a high performing team and leverage influential relationships, internally and externally. As Trade Commissioner, you are the face of New Zealand to businesses, promoting our country and building strong partnerships between local companies and New Zealand customers.	132,030-146,700
Trade Commissioner - Shanghai	This role leads our market based international team and is responsible for the growth of New Zealand customers operating in this market. To do that you'll need to create a great business plan, lead a high performing team and leverage influential relationships, internally and externally. As Trade Commissioner, you are the face of New Zealand to businesses, promoting our country and building strong partnerships between local companies and New Zealand customers.	132,030-146,700
Trade Commissioner/ Consul General – Dubai/ Gulf States	This role leads our market based international team and is responsible for the growth of New Zealand customers operating in this market. To do that you'll need to create a great business plan, lead a high performing team and leverage influential relationships, internally and externally. As Trade Commissioner, you are the face of New Zealand to businesses, promoting our country and building strong partnerships between local companies and New Zealand customers. As Consul General, you must provide appropriate consular services, including the protection of the rights of New Zealand citizens	132,030-146,700
Trade Commissioner - Brisbane	This role leads our market based international team and is responsible for the growth of New Zealand customers operating in this market. To do that you'll need to create a great business plan, lead a high performing team and leverage influential relationships, internally and externally. As Trade Commissioner, you are the face of New Zealand to businesses, promoting our country and building strong partnerships between local companies and New Zealand customers.	132,030-146,700
Trade Commissioner – London	This role leads our market based international team and is responsible for the growth of New Zealand customers operating in this market. To do that you'll need to create a great business plan, lead a high performing team and leverage influential relationships, internally and externally. As Trade Commissioner, you are the face of New Zealand to businesses, promoting our country and building strong partnerships between local companies and New Zealand customers.	132,030-146,700