

THE ROLE:

This role will enable the student or graduates to acquire knowledge of governance, project management and business management.

JOB SUMMARY:

- Attend governance meetings.
- Assist with Steering Committee and board briefings including the preparation of board papers and slide packs.
- Shadow and assist the Project Manager through the various design, analysis and tasks associated with Te Pae o Waimihia projects.
- Provide coordination, reporting and junior management support.
- Act as liaison, compliance, and scheduling clerk.
- Assist with drafting and reviewing of various documents.
- Help track and close-out various project-based documents and approvals.



THE SUCCESSFUL CANDIDATE SHOULD:

- Have attended or be attending the following types of formal qualifications:
 - Māori governance or governance.
 - Project, construction, climate, or environment management.
 - Diploma level (or higher) business qualification.
- Have excellent communication skills and organisational skills.
- Have a motivated work ethic.
- Have the ability to manage and work under pressure and timelines.
- Be a team player and be able to work independently.

CONDITIONS

The internships hours and commitment will be designed and tailored to best meet the needs of the Trust, projects, and the intern's situation. This will be discussed in a series of meetings between the parties. However, the following provide some guidelines:

- The intern roles can last from 3 to 12 months long and will be paid intern roles.
- You must be registered with Te Pae O Waimihia for this Internship.
- Attend sessions based in Taupo at least twice monthly at your own travel cost. The remainder of weekly hours can be remote working.
- Familiar with online meetings.
- Supply their own – Phone, Laptop, and transport.
- Proficient with the use of Microsoft Word, Excel and PowerPoint.
- Commit between 10 -20 hours weekly to the internship, including various weekly hui.
- Provide proof of your study or qualification.



TE PAE O
WAIMIHIA



"Ngā moemoea ki tua, ngā ara ki naiane,
nga tapuwae ki mua"

APPLY TODAY:

Request an Application Form Today.

Applications close 6th November 2023.

Our internship is a Fixed Term Contract.

You will need to be able to provide proof of your study or qualification and attend an interview to discuss your availability, commitment and career aspirations.

CONTACT US

Blandina.diamond@tpow.co.nz

Blandina Diamond
Project Director

Phone: 027 2799 058

Part-time

Internship Programme Available

Hourly rate

About:

Te Pae o Waimihia is a Forest Hapu Cluster Trust representing six Ngāti Tūwharetoa hapū. Our mission is protecting and growing the assets of the trust and supporting the intergenerational aspirations, wellbeing and cultural tikanga of the hapū of Te Pae o Waimihia.



Intern Application:

You must be a registered member of Te Pae o Waimihia.

First name:

Last name:

Email:

Phone:

Date of birth:

Address:

Return this completed form to blantina.diamond@tpow.co.nz

Call for any queries:
0272799058

TE PAE O

WAIMIHIA



About you:

What are you studying or what studies have you recently completed? Qualification and Institution (Please attach proof)

How many hours per week do you have available?

Do you currently have employment? If so, what are the hours committed to this work?

Do you have your own laptop, MS Office 365 subscription and can use online meetings?

Do you have your own transport to be able to travel to Taupo at least once each month?

What are your employment or career goals?
