

Registrar Position

The Ngāti Mutunga o Wharekauri Iwi Trust is seeking applications for the contracted position of **Registrar of Beneficiaries**.

The role includes:

- Developing and implementing a registrations database.
- Recommending registration of Ngāti Mutunga o Wharekauri Iwi members.
- Researching, identifying and after consultation with the Kaunihera Kaumātua and where appropriate, the broader Ngāti Mutunga o Wharekauri Kaumātua community, making recommendations to the Trustees regarding the recognition of Tūpuna of Ngāti Mutunga o Wharekauri .
- Assisting in providing an up to date register of eligible voters for Iwi Trust run elections and ballots.
- Promoting the registration of Ngāti Mutunga o Wharekauri members to the Iwi Trust.
- Assisting in Treaty Settlement matters where they pertain to Tūpuna, Beneficiaries of the Iwi Trust, Ngāi Mutunga o Wharekauri Iwi.

The Registrar is required (amongst other things) to have an appreciation and sound knowledge of Ngāti Mutunga o Wharekauri whakapapa and tikanga.

The position requires a multi-talented person willing to take on this role. If you are a trustworthy, reliable individual then this may be the role for you.

Key attributes required of the successful candidate include:

- An understanding and knowledge of Ngāti Mutunga o Wharekauri Whakapapa.
- An understanding of Te Reo Maori.
- Discretion and ability to work with minimum supervision.
- Good written, verbal and public speaking skills.
- Experience working with information technology and in setting up administration systems.
- A high level of initiative.

To be eligible for consideration you must be an Adult Registered Beneficiary of the Ngāti Mutunga o Wharekauri Iwi Trust.

If you are interested in this role and have the required skills, knowledge and experience, please address your letter of application and CV to: Gail Amaru, General Manager, P O Box 50, Waitangi, Chatham Islands 8942. You can also e-mail trustsecretary@nmow.co.nz or phone Gail on 03 3050500 for a position description.

Closing date for applications is **5pm (CI Time) Friday 2 December 2016**.