

## 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 and Ngāti 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:

### **The Registrar Position**

Ngāti Mutunga o Wharekauri Iwi Trust

P O Box 50

Waitangi

Wharekauri 8942

You can also email to [generalmanager@nmow.co.nz](mailto:generalmanager@nmow.co.nz)

For more information please contact Gail Amaru ([generalmanager@nmow.co.nz](mailto:generalmanager@nmow.co.nz)) or phone 0800 MUTUNGA

**Applications close at 12pm (CI Time), Tuesday 30 October 2018**