

Corporate Service Advisor

- Be part of a collaborative team that keeps the Ministry running effectively.
- Use your organisational and problem-solving skills to support a range of corporate services activities.
- Fixed-term 0.5 FTE position (19 hours per week) based in Wellington CBD.

Mō Manatū Wāhine | About Manatū Wāhine

Manatū Wāhine Ministry for Women is the Government's principal advisor on improving the lives of wāhine women and kōtiro girls in Aotearoa New Zealand. We provide system leadership, working across government and with stakeholders to improve outcomes for wāhine women and kōtiro girls.

Our people are crucial to achieving the strategic outcomes we are seeking. We are looking for a capable senior policy professional with a great work attitude to join our team and help us deliver for wāhine women.

We value our Ko wai mātou (ways of working) which reflect who we are and what's important to us; they guide and influence how we work as individuals, as teams and as one Ministry to achieve the best outcomes for those we serve.

Our Ko wai mātou are:

- Kia Māia – we are brave and courageous in all we do.
- Tuia mai – we embrace and support wāhine from all communities.
- Whakamanawa – we lead with heart to achieve the best outcomes for wāhine.

Mō tēnei tūranga mahi | About this role

The Advisor, Corporate Services plays a key role in supporting the Ministry's corporate services functions by providing high-quality administrative, facilities, information management, and technology support services. This includes coordinating office facilities, supporting information and records management, assisting with onboarding and offboarding activities, supporting health, safety and wellbeing initiatives, and contributing to corporate projects and continuous improvement activities.

Ko koe tēnei | About you

You'll be a highly organised and adaptable team player who enjoys supporting others and contributing to a positive workplace culture. You're confident managing multiple priorities, have a keen eye for detail, and take pride in providing quality service.

To be successful in this role, you will have:

- Strong organisational skills and the ability to manage multiple priorities while maintaining a high level of accuracy and attention to detail.
- Some experience in office administration, facilities management, information management, or general IT support.
- A customer-focused approach and the ability to build positive working relationships with a wide range of stakeholders.
- Strong communication and problem-solving skills, with the ability to proactively identify and respond to organisational needs.
- Experience identifying opportunities to improve systems, processes, and ways of working.
- Confidence using Microsoft Office applications and other workplace systems and technology.

Me pēhea te tuku tono | How to apply

This is a part-time, fixed-term role. The salary range for this role is \$73,460 to \$88,685. A copy of the full position description and application form can be found on the [Manatū Wāhine website](#).

To apply for this position, email your completed application form, a cover letter and CV to our Recruitment Team via recruitment@women.govt.nz

Applications made via Seek Quick Apply cannot be accepted.

Applications close at **5pm, Wednesday, 21 October 2026.**

We are committed to providing a working environment that values inclusion, diversity, and accessibility. We embrace the unique perspective and capabilities of our current and future employees, which will help us to improve outcomes for wāhine women and kōtiro girls. If you have any support or access requirements, we encourage you to tell us when you apply so that we can assist you through the recruitment process.