



Due to the impending retirement of our current Board Registrar, the following Position is available on a permanent part-time basis immediately.

Job Title: Board Registrar

Entity: Engineering Associates Registration Board

Location: Wellington, New Zealand (some hybrid working available)

The Board: The Engineering Associates Registration Board is the statutory body which registers engineering technicians and technologists and allied occupations. A Registered Engineering Associate (REA) is an experienced senior engineering technician / technologist who has met the bar for an internationally mandated credential. The Registrar is the first point of contact for applicants and existing REAs and manages the rigorous registration process. The Board is committed to high standards of professional practice and ethics. We support REAs' ongoing professional development and further recognition of REAs' role in the many places. For more details refer to our website: [Registered Engineering Associate REA](#)

Registrar's Key Responsibilities:

- Is first point of contact for applicants and existing REAs
- manages the registration process and the Register
- oversees the daily management and records of Board's financial activities including liaison with the Board's accountants
- maintains accurate records of other board activities
- co-ordinates board meetings, drafts agenda and reports, distributes to Board members in timely way
- prepares Minutes, resolutions, and Annual Report

- develops annual budget and reports financial statements at least quarterly to the Board on trends with income and expenditure
- manages confidential information with the discretion and professionalism

Required Qualifications:

- preferable an REA
- training and experience in engineering or related fields
- proven experience as a Board Registrar or in a similar administrative role.
- strong organizational and time-management skills
- proficiency in Microsoft Office Suite software, and accurate financial aptitude – the Board uses Xero accounting system
- knowledge of legislative frameworks, governance and compliance
- strong written and verbal communication skills.

Preferred Qualifications:

- Experience working in policy or board management.

What We Offer:

- Competitive salary package for this part-time position
- Flexibility with some options for hybrid work
- Support through the Staff Committee
- Opportunities to develop and grow the environment for REA and the Registrar

How to Apply:

Interested candidates are invited to submit a cover letter and resumé detailing their qualifications and experience to:

the EARB Staff Committee, Bruce & Colette

via colette.mccartney@outlook.com

by 2nd December 2024.