



Position Description

Technical Delivery Manager

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| Position Title | Technical Delivery Manager |
| Work Area | Aus4ASEAN Futures-TSSP |
| Supervisor | Head – Aus4ASEAN Futures TSSP Team |
| Location | Jakarta, Indonesia |

Tetra Tech International Development

Tetra Tech has a 40-year history in successfully delivering international development projects on behalf of donors right around the world. Our people work side by side with local partners to support stability, economic growth and good governance, positively changing people’s lives.

Tetra Tech International Development is part of global consulting firm Tetra Tech. The International Development team implements and manages projects designed to strengthen social and economic infrastructure and improve the lives of people in the Asia Pacific region.

Every Tetra Tech relationship is built on trust. Trust that is hard-earned through our proven expertise, our depth of global experience and our commitment to stay one step ahead. We create value throughout the project lifecycle and deliver vital international and local development projects for our clients. Our united group of specialists take enormous pride in collaborating with our project partners. By digging deeper. Thinking smarter. And seeing further. All so we can deliver the smartest solutions, every time.

We welcome applicants of all genders, disabilities, ages, ethnicities, and language group.

Our Values

We are a values-based organisation, and our values reflect who we are and what we stand for, and strengthen our engagement with colleagues, partners and clients through our shared values and behaviours.

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| <p>Strive for achievement</p>  | <p>Be open and transparent</p>  | <p>Listen to and respect people</p>  | <p>Pursue curiosity and have a passion for learning</p>  | <p>Deliver solutions that make a difference</p>  | <p>Embrace diversity and collaboration</p>  |
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Overview of AUS4ASEAN Futures

Aus4ASEAN Futures builds on the ASEAN-Australia Development Cooperation Program Phase 2 (AADCP II), a highly regarded program which has provided support to the ASEAN Economic Community (AEC) for 12 years. Aus4ASEAN Futures is embedded in the ASEAN Secretariat (ASEC) mobilising resources through an ASEAN trust fund account and using ASEAN procurement systems. This model of partnership and deep integration into

ASEAN systems is highly valued by ASEAN and unique to Australia. It demonstrates Australia's commitment to be responsive to ASEAN priorities and requests, and work as a true partner to ASEAN.

Aus4ASEAN Futures is a \$204 million investment over ten years. It will support activities in the ASEAN Political Security Community (APSC), ASEAN Socio-Cultural Community (ASCC) and AEC. The introduction of these communities will enable Australia to engage with ASEAN across a diverse range of strategic and emerging areas, from climate change to mental health, disaster preparedness to marine debris. Developing stronger links across a wide range of themes, it will increase connections with ASEAN and more effectively support a more resilient and integrated region.

The goal for Aus4ASEAN Futures is a "peaceful, prosperous, and inclusive" ASEAN with the following end of program outcomes:

(a) ASEAN member states' planning, policies and programs more effectively support all Communities to promote:

(i) economic recovery, integration and connectivity;

(ii) inclusive resilient communities; and

(iii) peaceful, rules-based systems.

(b) ASEAN programs, plans and policies more effectively integrate cross-cutting issues including social inclusion, gender equality and disability.

(c) Australia is recognised for its positive contribution to ASEAN.

Tetra Tech has been appointed by the Department of Foreign Affairs and Trade (DFAT) as the Managing Contractor for the Technical Services and Support Program (TSSP). The Program, a 5-year investment, separate from the trust fund, offers technical and operational services to the PPMSU and the Australian Mission to ASEAN in key areas, including:

1. Long-Term Advisers: Recruiting and managing long-term advisers in monitoring and evaluation, strategic communications and public diplomacy, and inclusion;
2. Technical Experts: Sourcing, maintaining, and deploying technical expertise through panels of partner organisations and individual technical experts;
3. Travel and Logistics: Arranging and facilitating travel and logistics for representatives from ASEAN Member States (AMS), Australia, and other dialogue partner countries to participate in ASEAN activities; and
4. Flexible Fund Management: Managing a Flexible Fund and other program resources to support activities as needed.

Purpose and Objectives

The Technical Delivery Manager is responsible for ensuring the effective planning, coordination, and delivery of technical inputs for Tasking Notes (TN) following the issuance of a Work Order. Reporting to the TSSP Head (Team Leader), the role ensures that technical activities and deliverables are implemented in accordance with approved scopes, timelines, quality standards, and program objectives.

The position works closely with the Head, Operations Lead, Senior Advisory Services Manager, and Activity and Program Quality Manager, technical experts and relevant external partners across ASEAN Member States to coordinate technical inputs, monitor progress, and ensure consistency with program frameworks and quality assurance requirements. The Technical Delivery Manager provides oversight of technical deliverables, manages technical risks, and supports problem solving to ensure high quality outcomes.

The Technical Delivery Manager will also be the team's resource in direct engagement of tasks related to specific current priority sectors, including Digital Economy and AI.

The role also supports the Head in implementing and maintaining program high quality systems and processes for high quality delivery. Therefore, the Technical Delivery Manager will play a key role in ensuring the credibility, coherence, and effectiveness of TSSP technical delivery.

Key Responsibilities

Key responsibilities include

1. Manage and coordinate the technical delivery of Tasking Notes (TN) following the issuance of Work Orders, ensuring activities and outputs are delivered on time, within scope, and in accordance with contractual and program requirements.
2. Manage and coordinate the work of technical experts, consultants, and partners to ensure technical inputs are coherent, evidence-based, and aligned with approved methodologies, workplans, and quality standards.
3. Work closely with the TSSP Head (Team Leader), Operations Lead, Senior Advisory Services Manager, Activity and Program Quality Manager and other functional teams to support integrated planning, implementation, and monitoring of technical activities across ASEAN Member States.
4. Review, quality-assure, and clear technical deliverables to ensure compliance with DFAT/ASEC program objectives, cross-cutting policies (including GEDSI, safeguarding, and environmental considerations), and reporting standards.
5. Support the implementation and continuous improvement of program quality systems and processes, including quality assurance, risk management, and lessons-learned practices.
6. Identify, manage, and escalate technical risks and issues, proposing practical mitigation measures to ensure delivery quality and program integrity.
7. Ensure technical activities comply with donor policies, contractual obligations, and governance requirements, including value-for-money principles and accountability standards.
8. Draw on international lessons learned and global practices to enhance proposal development.
9. Work closely with PPMSU to support quality engagement on priority technical deliverables.
10. Coordinate with the TSSP operational team on procurement of subcontractors, ensuring procurement processes are followed and documentation is complete and accurate
11. As requested, work closely with the Senior Advisory Services Manager on the procurement of technical services for Aus4ASEAN Futures projects, including providing technical inputs on procurement documents and participation in technical assessment of bids.
12. Contribute to regular technical reporting, including progress updates, inputs to donor reports, and internal documentation, ensuring accuracy, clarity, and alignment with agreed indicators and outcomes.
13. Support effective stakeholder engagement with ASEAN counterparts, implementing partners, and other relevant stakeholders to ensure technical relevance, coordination, and buy-in.
14. Contribute to knowledge management by documenting good practices, innovations, and lessons learned to inform adaptive management and future programming.
15. Work with the TSSP operational team on financial tracking, including reviewing budgets, monitoring expenditure, and forecasting financial needs
16. Coordinate with the TSSP team on deliverable reviews to ensure outputs meet quality standards and compliance requirements
17. Develop and maintain a searchable repository of TSSP-supported projects, outputs, lessons learned, and tools; and provide short learning briefs after key assignments.
18. Draft and develop concept notes, event management briefs, and agendas to support the effective facilitation and execution of various activities.
19. Manage the annual TSSP program reporting process and updating of program reference documents, for example the Ways of Working.
20. Provide weekly activity reports to DFAT and PPMSU as required, and preparing comprehensive progress reports every six months.

Selection Criteria

Qualifications

- Bachelor's or higher Degree in economics, public policy, computer science or IT, international development, or a related field.
- Master's degree in a relevant field

Experience

Key Responsibilities

- Minimum 5-7 years' experience working in international development, preferably project managing government-funded programs.
- Prior working experience in DFAT or a DFAT-funded program in Southeast Asia is highly desirable.
- Prior work experience with ASEAN is desirable
- Relevant professional experience in the digital economy or AI sector considered an advantage.

Knowledge and Skills

- Good understanding of international development sector, especially in digital economy or AI issues in Southeast Asia.
- Breadth of knowledge in sectors and strategic management.
- Demonstrated skills in designing and implementing business systems and/or conceptualising program monitoring tools.
- Familiarity with Southeast Asia, including development and political economy issues in the region.
- Skilled in wide-ranging stakeholder engagement and communications management.
- Strong written and verbal communication skills, including document reviews.
- Strong ability to draft, edit and review written deliverables and technical outputs.
- Knowledge of DFAT reporting and quality standards.
- Working knowledge of DFAT and Australian Government policies, such as the Commonwealth Procurement Rules, Commonwealth Grant Guidelines, preventing sexual exploitation, abuse and harassment, and child protection.
- Strong IT skills and proficiency including Microsoft Word, Excel, Office 365, Outlook and PowerPoint.
- Having knowledge of the ASEAN/the ASEAN Secretariat is desirable.

Personal Attributes

- Ability to allocate/review priorities to meet deadlines
- Flexible and able to adapt to changing circumstances
- Highly resilient, able to stay calm under pressure
- Strong coordination, project management skills
- Strong judgement taking into account the perspectives of multiple stakeholders
- Commitment to quality and ability to maintain high standards
- Good time management and attention to detail
- Team player who is also able to work independently
- Self-motivated and able to motivate/coach/mentor others
- High-level of cultural awareness and sensitivity
- Behave ethically and appropriately at all times consistent with the intent of DFAT's Ethics, Integrity and Professional Standards Policy Manual
- Comply with, and advocate for, DFAT's policies on cross-cutting issues, including gender, disability, fraud and anti-corruption, PSEAH, child protection and environmental and social safeguard

Code of Conduct

In accordance with Tetra Tech's Code of Conduct and Client Service Standards, all staff are expected to display professional behaviour, communicate respectfully, and perform their duties responsibly.

Child Protection

Tetra Tech is committed to protecting the rights of children. We reserve the right to conduct police checks and other screening procedures to ensure a child-safe environment.

Gender Equality, Disability and Social Inclusion

Tetra Tech International Development does not discriminate on the basis of ethnicity, race, colour, religion, disability, sex, sexual orientation, gender identity or expression, national origin, veteran status, marital status, or any other identity. We strongly encourage applications from minoritized groups and promise to ensure our application process is accessible and inclusive.

Preventing Sexual Exploitation, Abuse and Harassment

Tetra Tech International Development is committed to respectful workplaces and does not tolerate sexual exploitation, abuse or harassment of any kind.

A position description is not intended to limit the scope of a position but to highlight the key aspects of the position. The requirements of the position may be altered in order to meet the changing operational needs of Tetra Tech International Development.