

# Position Description

## Coordinator Alumni and Higher Education



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| <b>Position Title</b> | Coordinator Alumni and Higher Education |
| <b>Work Area</b>      | Aus4Skills                              |
| <b>Supervisor</b>     | Manager Higher Education & Engagement   |
| <b>Incumbent</b>      | Vacant                                  |

### Tetra Tech International Development

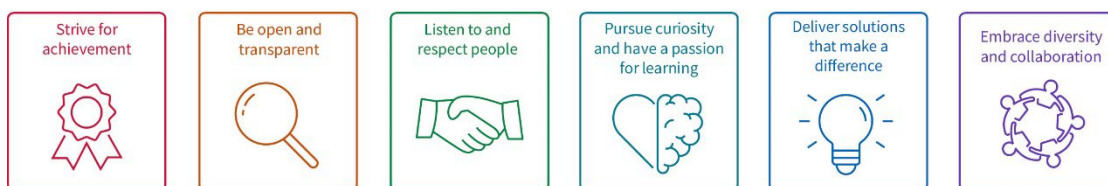
Tetra Tech has a 40-year history in successfully delivering international development projects on behalf of donors right around the world. Our people work side by side with local partners to support stability, economic growth and good governance, positively changing people’s lives.

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.

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

### 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.



### Overview of Aus4Skills

Aus4Skills Phase 3 is a ten-year program funded by the Australian Department of Foreign Affairs and Trade (DFAT) which works in partnership with Government of Vietnam (GoV) to strengthen Vietnam-Australia relationships by supporting Vietnam’s human resources development ambitions and priorities. Building on previous phases, Aus4Skills Phase 3 aims to enable Vietnam to realise its human resource development goals in agreed sectors, promoting a stable, secure and prosperous Vietnam. This goal aligns with Vietnam's national development strategies and the Australian Government's objectives to foster meaningful partnerships that deliver mutual benefits. The program targets fundamental human resource development needs in vocational skills development, public sector leadership capacity, and inclusive participation of women, ethnic minorities, and

people with disabilities, while also deepening Vietnamese and Australian people- to-people connections and institutional links between the two countries.

Aus4Skills Phase 3 seeks to achieve the following three End-of-Program Outcomes:

1. Australia Awards' alumni leverage their skills, knowledge and networks to contribute to bilateral development priorities and stronger relations between Australia and Vietnam
2. Vietnam and Australia have a strengthened strategic partnership for public sector governance that fosters increased leadership capability and networks, advances women in leadership, and promotes inclusive green growth and institutional innovation
3. Vietnam strengthens delivery of inclusive, climate-adaptive, industry-informed vocational education and training (VET) in key sectors, ensuring that workforce development meets industry demands and promotes social equity.

Aus4Skills Phase 3 will leverage and deepen established partnerships with key Vietnamese Party agencies and Government Ministries to achieve the above End-of-Program outcomes through the following three components:

1. Higher Education - support through scholarships, alumni and targeted activities overseen by the Ministry of Education and Training (MOET)
2. Vietnam Australia Centre (VAC) – support delivered in partnership with the Ho Chi Minh National Academy of Politics (HCMA), in collaboration with the Australian Embassy (Hanoi), the Office of the Government (OOG) and the Ministry of Foreign Affairs (MOFA)
3. Vocational Education and Training (VET) - support overseen by the Directorate of Vocational and Continuing Education and Training (DVCET), MOET.

Strengthening Gender Equality Disability Equity and Social Inclusion (GEDSI) and climate change integration, while also enhancing support mechanisms for disadvantaged students participating in Australia Awards, are cross-cutting priorities of the program.

## Position Summary

The Alumni and Higher Education Coordinator is primarily responsible for actively supporting the Higher Education and Engagement team in the implementation of effective alumni engagement and higher education (HE) activities for Aus4Skills. Activities include managing Australian Alumni Grant Fund (AAGF), coordinating certain alumni and HE activities. The coordinator also provides important cross-functional support to the Scholarships team as required, and surge support across other Aus4Skills components when needed.

The position operates under the direction of the Manager Higher Education & Engagement and works in close collaboration with the Senior Coordinator Alumni Engagement and other team members.

## Key Responsibilities

### General alumni engagement

- Support the implementation of an annual Alumni Engagement Plan, in accordance with the *Australian Alumni in Vietnam Strategy 2026 - 2031* and/or Aus4Skills program objectives.
- Support and coordinate the delivery of alumni events in accordance with approved annual plans and relevant policies and procedures.

### Australian Alumni Grants Fund (AAGF) administration

- Assist with the preparation for AAGF grant rounds, including preparation of information sessions, eligibility guidance and application instructions.
- Conduct initial recording and eligibility screening of grant applications against approved selection criteria.

## Key Responsibilities

- Work with procurement team to prepare AAGF grant agreements and coordinate signature and distribution processes.
- Coordinate timely and accurate payment of approved grants and manage acquittal documentation and records.
- Maintain comprehensive financial records for AAGF payments and ensure compliance with program procurement and financial management requirements.
- Contribute ideas for Monitoring, Evaluation and Learning (MEL) and continuous improvement of AAGF processes, guidelines and grant management systems (including SmartyGrants or equivalent).

## Higher Education Support coordination

- Support the planning, coordination and implementation of HE research exchange activities/short courses/fellowship programs.
- Assist with the preparation of expressions of interest and application documentation for HE research fellowships and exchanges.
- Coordinate logistics for HE joint academic events delivered in Australia or Vietnam.
- Support the coordination of academic linkages between Australian and Vietnamese institutions, including working with the Vietnam-Australia Centre (VAC) on joint research activities.
- Provide logistical and administrative support for Program Coordinating Committee (PCC) meetings with MOET.
- Support the preparation and timely submission of six-monthly plans and progress reports to MOET and DFAT.
- Assist in tracking HE-related expenditure against allocated budget lines and preparing budget summaries as directed.

## Alumni Outreach, Communication and MEL

- Professionally handle alumni enquiries via email and phone.
- Assist with the promotion and outreach for AAGF grant rounds and collaborate with the MEL/Strategic Communications team with regards to identifying and drafting appropriate alumni stories.
- Contribute to ongoing MEL activities, including data collection on alumni participation, event attendance, grants and outcomes, in line with the Aus4Skills MEL Framework.

## Other duties

- Support financial administration tasks as directed.
- Provide support for Australia Award Scholarship activities during peak scholarship periods.
- Contribute ideas for mainstreaming gender equality, disability equity and social inclusion into alumni engagement activities where possible.
- Other duties as assigned by Manager Higher Education and Engagement.

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## Selection Criteria

### Qualifications

- Relevant tertiary qualification in business, communications, marketing, public relations, human resources, social sciences or equivalent professional experience.

### Experience, Knowledge and Skills

- Relevant professional experience (preferably at least 3 years) in project coordination, grant management, alumni engagement, capacity development or a related field. Experience with donor funded projects and/or higher education programs/partnerships highly regarded.
  - Demonstrated experience planning and delivering a diverse range of activities, including workshops, conferences, networking events and social events, with evidence of creativity and innovation.
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## Selection Criteria

- Strong computer skills including proficiency in MS Office (Word, Excel, Outlook, PowerPoint), database management and the ability to learn customised platforms. Experience with professional engagement on social media platforms highly regarded.
- Demonstrated understanding of cross-cutting issues including gender equality, disability equity and social inclusion (GEDSI), child protection, PSEAH and fraud control.
- Excellent interpersonal skills, and strong oral and written communication skills in both Vietnamese and English.

### Personal Attributes

- Work collaboratively as part of a team and actively contribute to a positive, inclusive, and supportive workplace culture.
- Excellent organisational skills and an ability to prioritise and complete activities simultaneous.
- Ability to work independently and to problem-solve, and adaptable to changing priorities.
- Great attention to detail with a commitment to quality outcomes.

## 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.

## Protection from 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.*