

# Position Description

## Gender Equality, Disability Equity and Social Inclusion (GEDSI) Adviser



<b>Position Title</b>	Gender Equality, Disability Equity and Social Inclusion (GEDSI) Adviser
<b>Work Area</b>	Aus4Skills
<b>Supervisor</b>	International Director VAC/Deputy Program Director – Cross-Cutting
<b>Working Relationship</b>	Lead GEDSI
<b>Contract Period</b>	Up to 20 days July 2026 for 12 months
<b>Location</b>	Remote with potential for in-country inputs if required

### 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:

- Australia Awards' alumni leverage their skills, knowledge and networks to contribute to bilateral development priorities and stronger relations between Australia and Vietnam
- 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
- 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:

- (i) Higher Education and Engagement - support through scholarships, alumni and targeted activities overseen by the Ministry of Education and Training (MOET)
- (ii) 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)
- (iii) Vocational Education and Training (VET) - support overseen by the Directorate of Vocational and Continuing Education and Training (DVCET), MOET.

Strengthening Gender Equality Disability 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.

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## Position Summary

The GEDSI Adviser will work closely with the Lead GEDSI to ensure gender equality, disability equity and social inclusion (GEDSI) is embedded as a cross-cutting priority across all aspects of the Aus4Skills program. The role will provide strategic advice, capacity building, and practical support to staff and partners to deliver inclusive, contextually appropriate and evidence-based approaches aligned with DFAT and Government of Vietnam priorities. The Adviser will support the implementation of the GEDSI Strategy, integration with other cross-cutting areas (particularly MEL and climate), and contribute to high-quality planning, reporting, and stakeholder engagement across the program.

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## Key Responsibilities

### GEDSI Integration and Strategy Implementation

- Support embedding GEDSI across all program components and activities, working closely with the Lead GEDSI.
- Contribute to implementation of the GEDSI Strategy and development of component-level GEDSI Plans.
- Ensure approaches are context-specific to Vietnam and aligned with DFAT and GoV priorities.

## Key Responsibilities

### Technical Advice and Capacity Building

- Provide practical guidance, training, and mentoring to staff and partners on GEDSI integration.
- Support inclusive design and delivery of program activities targeting diverse groups.

### Cross-Cutting Coordination (MEL and Climate)

- Work with MEL, climate, and other advisers to ensure alignment and coherence across strategies.
- Support integration of GEDSI into monitoring, evaluation, and learning systems, including use of disaggregated data.

### Planning, Reporting and Learning

- Contribute to quality program planning, reporting, and documentation with strong GEDSI integration.
- Support analysis of GEDSI outcomes, lessons learned, and continuous improvement.

### Stakeholder Engagement

- Build and maintain effective relationships with DFAT, Government of Vietnam, and other partners.
- Promote inclusive participation and ensure diverse perspectives inform program delivery.

### Other Duties

- Undertake other GEDSI-related tasks as required by the International Director VAC/Deputy Program Director - Cross-Cutting and Lead GEDSI.

## Selection Criteria

### Qualifications

- Tertiary qualification in gender studies, development studies, social sciences, or a related field.

### Experience, Knowledge and Skills

- Demonstrated experience in GEDSI mainstreaming and targeted programming in international development contexts.
- Experience working in Vietnam or comparable contexts, with strong understanding of local institutional and cultural dynamics.
- Proven experience providing training, capacity building, and technical advisory support on GEDSI.
- Experience integrating GEDSI across cross-cutting areas such as MEL and/or climate change.
- Strong understanding of DFAT GEDSI policies and inclusive development approaches.
- Demonstrated experience supporting planning, reporting, and results measurement processes.
- Excellent stakeholder engagement skills, including working with government partners and development programs.

### Personal Attributes

- Strong collaborative mindset with the ability to foster a positive, supportive team culture.
- Strong problem solving and time management skills, with ability to manage multiple priorities.
- Strong political economy awareness and cultural sensitivity.
- High attention to detail and commitment to quality outcomes.
- Adaptable and responsive to changing priorities and emerging evidence.

## 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.

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*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.*