

# Position Description

## Deputy Director-Finance and Operations



<b>Position Title</b>	Deputy Director-Finance and Operations
<b>Program</b>	Mekong-Australia Partnership Support Unit
<b>Supervisor</b>	Support Unit Executive Director
<b>Duration of Assignment</b>	Full time to 30 June 2028
<b>Location</b>	Bangkok, Thailand

### 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.

<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 Mekong-Australia Partnership Support Unit (MAP)

The objective of the Mekong-Australia Partnership Phase 2 Support Unit (MAP SU or SU) is to provide efficient and effective support and enabling services, and delivery of selected MAP activities as directed by the Mekong Hub at the Australian Embassy in Bangkok, Thailand to ensure that Australia is a trusted and visible partner in supporting a resilient, inclusive and sustainable Mekong subregion. The Support Unit will deliver the Leadership and Skills program and enabling services for the Transnational Crime program. It will also support programming

by providing administrative, logistical and/or technical support and assist in the execution of parts of MAP such as organising events, conducting training or managing specific components.

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## Purpose and Objectives

The Deputy Director – Finance and Operations is a senior member of the MAP SU Executive Management Team and the principal lead for MAP SU shared services, including operations support functions, finance, procurement, and office management, with responsibility for ensuring that MAP SU systems, controls, and services operate efficiently, transparently and in compliance with DFAT and Tetra Tech requirements.

The role provides executive operational leadership, financial oversight, procurement assurance and shared services coordination across MAP SU.

The position deputises for the Executive Director as required and provides continuity of operational leadership, governance oversight and executive decision support to senior stakeholders.

The Deputy Director also oversees the Technical Assistance Panel (TAP) as a key mechanism that supports responsive access to specialist technical capability across MAP SU program and operations.

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## Key Responsibilities

### Strategic Operations and Governance

- Lead a high performing shared services finance and operations team, ensuring timely and high- quality operational support services and supporting collaborative cross-team working
- Act as a senior operational counterpart to the Mekong Hub, maintaining strong working relationships and responsive engagement.
- Ensure MAP SU operations comply with the Operations Manual, contractual obligations, and corporate and donor policies.
- Provide day to day senior oversight of MAP SU administrative and operational services, ensuring efficient and timely support to all programming areas including office management.
- Ensure shared service function as it relates to operations and finance to effectively support program delivery and maintain strong operational coordination with Team Leaders and program teams.
- Coordinate governance arrangements in line with agreed Ways of Working, including participation in Executive Management Team, Contractor's Directors Group, Financial Management Team and other governance meetings with Mekong Hub
- Deputise for the Executive Director when required, ensuring continuity of operational leadership, approvals and decision making.
- Lead operational coordination processes across shared services functions, including finance, procurement, administration and logistics and technical assistance support.
- Support capability development across finance, procurement and operational teams to strengthen systems, processes and service delivery.

### Financial Leadership and Management

- Provide leadership and oversight MAP SU financial management, including budgeting, forecasting, expenditure control and financial reporting.
  - Work closely with finance personnel to maintain accurate budgets, forecasts and expenditure tracking ensuring financial information is reliable, timely and supports effective program management.
  - Maintain a strong working knowledge of the MAP SU Financial systems, forecasting and budget, and provide hands-on financial analysis, modelling and problem-solving support across MAP SU.
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## Key Responsibilities

- Lead regular forecasting and financial review processes with program and operational teams to monitor expenditure, identify financial risks, to support budget management, risk identification and informed executive decision making and DFAT engagement.
- Lead operational financial assurance processes that support timely and accurate monthly invoicing including oversight of transaction quality, expenditure eligibility, coding accuracy, supporting documentation and reconciliation processes.
- Work closely with the Program Manager, and Tetra Tech finance functions to ensure invoicing submissions are accurate compliance and supported by appropriate financial controls and documentation.
- Oversee the development of continuous improvement of financial tracking, forecasting and reporting tools to support effective financial management and DFAT requirements.

## Procurement and Contract Management

- Lead procurement and contract management activities across MAP SU, ensuring procurement processes are compliant, efficient and support timely program delivery.
- Oversee complex, high value or high-risk procurements, including approval of procurement planning, market engagement, development or review of scopes of services, contract negotiations and risk management as required.
- Ensure procurement planning is integrated with annual workplans and budgets and supports efficient program delivery and value for money outcomes.
- Oversee contract lifecycle management, including contract initiation, variations, performance monitoring, risk management and close out.
- Ensure procurement and contracting practices comply with Commonwealth Procurement Rules, DFAT requirements and Tetra Tech policies.
- Maintain and oversee operational preferred supplier arrangements to support timely and compliant procurement across MAP SU.
- Oversee the Technical Assistance Panel, including sourcing, contracting and mobilisation of short-term technical advisers and specialists.

## Program Operations, Risk and Team Leadership

- Ensure operational systems, controls and administrative processes are effective, practical and support efficient program delivery.
- Maintain oversight of operational financial risks, audit processes and internal controls supporting continuous improvements across MAP SU operations.
- Oversee office administration, facilities, travel, IT systems, records management and operational support services.
- Ensure work, health safety and security arrangements are implemented in accordance with Tetra Tech policies and procedures.
- Work closely with Human Resources personnel to support work force planning, recruitment, onboarding, performance management and staff capability development across function.
- Promote effective coordination between shared services and program teams to ensure responsive and practical operational support.
- Promote a culture of probity, accountability, transparency and value for money across MAP SU operations.
- Support and coordinate internal and external Audits

## People Management and Leadership

- Set clear expectations, provide regular feedback, and support professional growth through coaching and development opportunities.
- Ensure clear role definitions, monitor performance, and conduct regular reviews in line with organisational policies.
- Create a supportive, inclusive work environment that prioritises staff well-being and respects diversity

## Selection Criteria

### Qualifications

- Relevant post graduate qualifications as well as qualifications in business, accounting, finance, or demonstrated equivalent senior level financial and operational management capability. Formal accreditation highly desirable.

### Experience

- Minimum of 10 years of experience within the development sector, with at least 7 years of significant experience in a senior operations and/or finance management role, with responsibility for budget management, procurement, contract management, grant administration and staff supervision.
- Demonstrated experience managing finance, procurement and reporting systems for donor funded or public sector programs, ideally DFAT funded activities.
- Experience supporting audits, managing financial assurance processes and strengthening internal controls.
- Experience working in Southeast Asia or the Mekong region is highly valued.

### Knowledge and Skills

- Strong understanding of financial systems, audit requirements, procurement rules, expenditure approvals, reporting processes and fraud risk mitigation in a donor or public sector context.
- High level proficiency in Excel based budgeting, forecasting and reporting systems.
- Sound understanding of DFAT contracting, safeguarding and procurement policies and compliance frameworks.

### Personal Attributes

- Strong analytical capability combined with sound professional judgement.
- Excellent written and verbal communication skills in English.

## 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.

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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.*