

Position Description

Coordinator, Scholarships



Position Title	Coordinator, Scholarships
Work Area	Australia Awards PNG
Supervisor	Senior Coordinator, Scholarships
Incumbent	Click or tap here to enter text.

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.

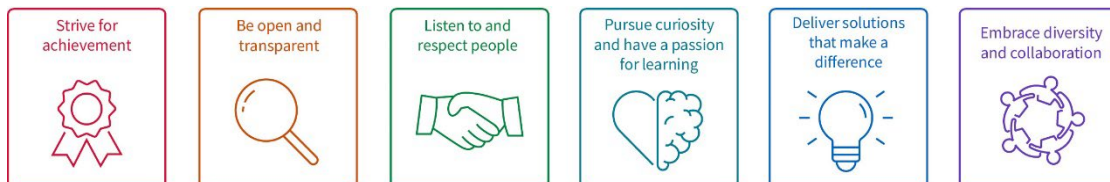
Tetra Tech International Development is part of global consulting firm Tetra Tech. The International Development team implements and manages projects designed to strengthen social and economic infrastructure and improve the lives of people in the Asia Pacific region.

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.



Overview of Australia Awards PNG

Program Goal: To support Papua New Guinea to achieve its development goals through education, knowledge transfer, and institutional capacity building, and to build enduring relationships with Australia.

Objective: To support institution-to-institution partnerships and inclusive collaborations, forge people-to-people links, support high quality education, and strengthen accredited training institutions in PNG.

Australia Awards PNG supports Papua New Guinea to achieve its development goals through education, knowledge transfer, and institutional capacity building, through enduring relationships with Australia. This is achieved through institution-to-institution partnerships and inclusive collaborations that produces high quality education and strengthens accredited training institutions in PNG.

Australia Awards PNG offers the next generation of leaders in Papua New Guinea opportunities to acquire professional and technical knowledge and skills relevant to the priorities of the Government of PNG. The program ensures opportunities are provided for women, people with disabilities and people from rural and remote locations.

The program includes three study options:

- Australia Award Scholarships (AAS) for Papua New Guineans to undertake long-term study in Australia, primarily at the postgraduate level;
- Australia Awards In-PNG Scholarships for Papua New Guineans to undertake long-term study in PNG to meet critical workforce gaps; and
- Australia Awards Short Course Awards for Papua New Guineans to undertake short-term professional development study in Australia or PNG, often receiving an Australian qualification

Purpose and Objectives

The Coordinator, Scholarships reports to the Senior Coordinator, Scholarships and is responsible for coordinating the promotion, application, selection, placement and mobilisation process for Australia Awards PNG scholarships.

The Coordinator, Scholarships fosters continuous improvement and innovation, ensures quality delivery, and maximises possible program outcomes for Australia Awards PNG.

Key Responsibilities

Position specific deliverables:

- Contribute to the successful delivery of all stages of the Scholarships cycle including:
 - Promotion – tasks include delivering information sessions, responding to applicant queries
 - Application – tasks include responding to requests for support, conducting eligibility and compliance checks
 - Selection – tasks include coordinating interview schedules and other selection processes including candidate travel
 - Placement – tasks include working closely with institutions to ensure scholars can mobilise on time for their studies
 - Orientation – tasks include coordination of orientation programs and supporting scholar participation
 - On-award management – tasks include regular check-ins with scholars and consistent monitoring of scholar welfare

Key Responsibilities

- Regularly update applicant/awardee records on the DFAT Online Australia Awards Scholarships Information System (OASIS)
- Coordinate applicant/awardee travel and accommodation
- Complete all tasks in accordance with program policies and procedures

General program management:

- Provide support to the knowledge hub with MERL data collection
- Contribute to program reporting, milestones and deliverables
- Regular review and updating of the standard operating procedures
- Develop and maintain effective working relationships with key stakeholders including awardees, student contact officers, case managers, and other relevant institution representatives
- Work collaboratively to build positive and constructive relationships with key stakeholders such as Australian and PNG tertiary institutions, government and non-government agencies and personnel, awardees, alumni and alumni networks and private partners.
- Work collaboratively to ensure the effective and efficient implementation of program activities
- Champion all activities addressing GEDSI principles and objectives
- Undertake provincial travel within PNG as required.
- Lead by example and contribute to the development of a program culture that adheres to the Tetra Tech Values and Behaviours.
- Ensure a safe and secure work environment is maintained at all times.

Other

- Other duties from time to time, as may be reasonably requested by DFAT and Tetra Tech

Selection Criteria

- Minimum of a diploma qualification in administration, project management, communications, education and/or human resources development or an equivalent combination of relevant experience
- Demonstrated experience in project management in an international development context
- Strong organisation and time management skills including the ability to manage competing tasks in a timely manner;
- Experience in report writing
- Strong computer skills using all Microsoft Office 365 applications
- Experience working on a scholarships program (desirable)

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.