

Position Description

Secretariat Coordinator



Position Title	Secretariat Coordinator
Work Area	Australia Awards Papua New Guinea (AAPNG)
Supervisor	Governance & Partnerships Adviser
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.



Our Values

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 (AAPNG) 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.

AAPNG 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 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

Reporting to the Governance & Partnerships Adviser, the Secretariat Coordinator is responsible for providing secretariat and administrative support for AAPNG Governance activities.

As a member of AAPNG the Secretariat Coordinator fosters continuous improvement and innovation, ensures quality delivery, and maximises possible program outcomes for AAPNG.

Key Responsibilities

The Secretariat Coordinator will:

- Provide secretariat support to the PNG Australia Alumni Association (PNGAAA), according to the service agreement which includes:
 - Carry out administrative, finance and clerical tasks for the PNGAAA such as record keeping, filing of paperwork, coordination of email and telephone correspondence, filing of payment vouchers, review and analysis of spends, and scheduling of key activities and meetings.
 - Support the administration of the PNGAAA election process
 - Coordinate onboarding and resource handovers for newly elected PNGAAA Executives, including induction packs, guidelines, and records transfer.
 - Support the PNGAAA Treasurer with administration of annual audit requirements
 - Liaise with PNGAAA National and Chapter Executives to update annual membership register
 - Coordinate amendments and updates to the PNGAAA website
 - Monitor and update information on the PNGAAA social media platforms
 - Schedule activities and meetings as well as coordinate these events (including sourcing venues, maintaining RSVP lists and sending invitations) as required
 - Assist with drafting and circulating internal governance communications, meeting minutes, briefings, or summaries to relevant stakeholders including DFAT and PNGAAA Executives

- Provide secretariat support to the AAPNG Joint Steering Committee
- Provide secretariat support to AAPNG governance meetings
- Develop event briefing notes and reports (including summarising participation rates, outcomes, and lessons learned)
- Coordinate relevant travel and logistics
- Monitor and respond to emails
- Review and update standard operating procedures
- 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 duties from time to time

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
- Strong stakeholder, organisation and time management skills including the ability to manage competing tasks in a timely manner.
- Experience in filing and management of financial transactions, including review and analysis of actual spends
- Experience in providing a secretariat support service
- Strong computer skills using all Microsoft Office 365 applications

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.