

# Position Description

## Vocational Education & Training Implementation Strategy Adviser



<b>Position Title</b>	Vocational Education and Training (VET) Implementation Strategy Adviser
<b>Supervisor</b>	Aus4Skills Program Director and Manager – VET and Industry Partnerships
<b>Duration of Assignment</b>	Up to 20 days of input over three months, with possibility of extension, from July 2026.
<b>Location</b>	Remote input from home location, with possible visit to Hanoi for consultations

### 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 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 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 (HEE) - 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.

## Position Summary

The VET Implementation Strategy Adviser will lead the development of the Aus4Skills Phase 3 VET Implementation Strategy (2026–2035), bringing specialist technical expertise to design a practical and evidence-based roadmap for Aus4Skills engagement in Vietnam's VET sector.

The Adviser will develop the strategy drawing on lessons learned from previous Aus4Skills phases and aligning with Vietnam's workforce development priorities. The strategy will position Vietnam's TVET system as inclusive, climate-resilient, and responsive to industry needs, while strengthening collaboration between government, training providers, and industry to better meet labour market demands. The strategy will be implementation-focused, setting out clear priorities and approaches rather than providing a high-level or generic overview.

The Adviser will undertake stakeholder consultations, review relevant evidence and policy frameworks, and prepare the strategy in alignment with the Phase 3 End-of-Program Outcome, Vietnam's socio-economic development priorities, and the Australia–Vietnam Comprehensive Strategic Partnership. The Adviser will also ensure that cross-cutting priorities—including gender equality, disability and social inclusion (GEDSI), climate resilience, innovation, and localisation—are fully integrated throughout the strategy.

## Key Responsibilities

In consultation with the Aus4Skills team, the Human Resource Development (HRD) team of the Australian Embassy in Vietnam, and Department of Vocational and Continuing Education and Training (DVCET) of Ministry of Education and Training, the VET Implementation Strategy Adviser will:

1. **Lead and coordinate the VET Implementation Strategy development process**, including planning and delivery of key activities, and ensuring effective collaboration with the Australian Embassy, Aus4Skills Team, DVCET, other key VET partners and relevant stakeholders.
2. **Undertake a comprehensive desktop review and synthesis of key policy and program documents** to inform the Strategy, including but not limited to:
  - Aus4Skills Phase 3 Investment Design Document
  - Australia-Vietnam Comprehensive Strategic Partnership
  - Australia-Vietnam Development Partnership Plan (2025-2030)
  - Phase 3 Aus4skills Project Document under the MOET partnership
  - Aus4skills Phase 3 VET Sector Feasibility Report
  - A sectoral Political Economy Analysis (under development)
  - relevant Government of Vietnam policies, resolutions, and sector strategies
  - relevant Aus4Skills reports, evaluations, VET-related strategies, and work-in-progress VET documents developed by the Aus4Skills team under Phase 3.
3. **Provide strategic and technical advice to shape the Phase 3 VET Implementation Strategy**, ensuring it:
  - incorporates lessons from Phases 1 and 2
  - reflecting Vietnam's evolving VET reform context and labour market priorities
  - strengthens monitoring, evaluation and learning (MEL) approaches
  - aligns with mutual Australia and Vietnam development priorities.
4. **Design and facilitate inclusive and evidence-based stakeholder consultations**, ensuring meaningful engagement with government, VET, industry and development partners to:
  - inform the Strategy design
  - build stakeholder ownership and alignment
  - support timely and effective implementation of Phase 3.
5. **Lead the drafting of the VET Implementation Strategy**, working closely with the Program Director and Manager VET and Industry Partnerships, incorporating feedback from HRD team and other key stakeholders, ensuring alignment with the Phase 3 Investment Design Document (IDD) and other key documents including project document. This includes developing detailed strategies for delivering the intended outcomes; assessing the need for a phased implementation approach; defining criteria and processes for selecting and engaging targeted partners; outlining approaches for engagement with the Government of Vietnam and industry stakeholders; identifying opportunities for collaboration with other development partners, aligned with and complementary to the Aus4skills scholarship program.
6. **Ensure the Strategy integrates and operationalises cross-cutting priorities**, including:
  - gender equality, disability equity, and social inclusion (GEDSI)
  - climate adaptation, resilience and sustainability
  - innovation, and
  - localisation.
7. **Ensure compliance and alignment with DFAT policies and Government of Vietnam frameworks**, including requirements related to safeguarding (child protection and PSEAH), fraud control, privacy and ethical program delivery.
8. **Provide iterative revisions and technical inputs to finalise the Strategy**, ensuring it is a high-quality, actionable, and aligned with the Phase 3 End-of-Program Outcomes.

## Key Deliverables

### Deliverable No. 1 (July- early August 2026) – Inception Report

Submit an Inception Report for endorsement by Aus4Skills and HRD team, including:

- Confirmed scope, objectives and approach for developing the VET Implementation Strategy.
- Detailed methodology, work plan, consultation and stakeholder engagement plan.
- Stakeholder mapping, including government agencies, targeted colleges, industry partners, development partners and other key stakeholders.
- Desktop review of relevant Aus4Skills Phase 3 documents and identification of key implementation gaps requiring further analysis through consultation.
- Proposed strategy framework and indicative chapter outline.

### Deliverable No. 2 (August 2026) – Consultation Report and Draft VET Implementation Strategy

Submit a draft consultation report and VET Implementation Strategy:

1. A Stakeholder Consultation Report summarising:
  - Consultation process and participants.
  - Key findings, issues raised and recommendations.
  - Implications for implementation design and delivery.
2. A Draft Aus4Skills Phase 3, 10-year VET Implementation Strategy, including (but not limited to):
  - Detailed implementation strategies for achieving the intended outcomes in the new priority sector; as well as continued involvement to support the logistics sector at a smaller scale.
  - Recommended sequencing and phasing of implementation, where appropriate.
  - Criteria and approaches for selecting and engaging targeted colleges and industry partners.
  - Strategies for engagement with the Government of Vietnam, industry associations, employers and other key stakeholders.
  - Approach for collaboration and complementarity with other development partners.
  - Strategy for piloting, scaling and advocating for Competency-Based Training and Assessment (CBTA) as the preferred VET delivery model in Vietnam.
  - Alignment with the Aus4skills scholarship program, clearly articulating how institutional strengthening can be achieved through the VET scholarship program.
  - Initial implementation roadmap, governance arrangements, key risks and mitigation measures.

### Deliverable No. 3 (September 2026) – Final VET Implementation Strategy

Submit a final VET Implementation Strategy, incorporating feedback from Aus4Skills, HRD team and key stakeholders, including:

- A comprehensive and practical implementation framework and roadmap covering July 2026–2030, with indicative sequencing beyond 2030 where relevant to the 10-year strategy.
- Detailed activity plan, roles and responsibilities, governance and coordination arrangements.
- Monitoring, evaluation and learning approach aligned with the Aus4Skills Phase 3 MEL Framework, including key performance indicators and reporting arrangements.
- Risk assessment and mitigation strategies across strategic priorities and implementation activities.
- Annexes containing consultation findings, stakeholder engagement framework, implementation matrices and other supporting materials as required.
- A presentation of the final Strategy and key recommendations to the Aus4Skills, HRD team, and designated stakeholders.

Timing of deliverables are open to negotiation with the preferred adviser/s.

## Selection Criteria

### The VET Implementation Strategy Adviser will possess the following:

- Tertiary qualification(s) in education, international relations/development, human resource development, or related field
- At least ten years' professional experience in Australian VET, providing advice and designing development initiatives related to human resource development in a global context, applying global principles and standards and the latest best practice in VET
- Demonstrated knowledge and application of current approaches to human resource development, including measures for effective performance in VET
- Successful experience in providing technical guidance and input to support the capacity development of program teams
- Demonstrated capacity to interact with various stakeholders and in a complex cross-cultural environments, with experience working in Southeast Asia an advantage
- Familiarity and experience with DFAT-funded programs an advantage as well as knowledge of the Vietnam (or region) vocational education system/s.

## 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 International Development 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.*