

Position Description

Scholar and Alumni Coordinator



Position Title	Scholar and Alumni Coordinator
Work Area	Australia Awards Cambodia
Supervisor	• Enrichment and Reintegration Adviser for On-Award Enrichment • Alumni and Reintegration Manager for Alumni Engagement
Incumbent	N/A

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.

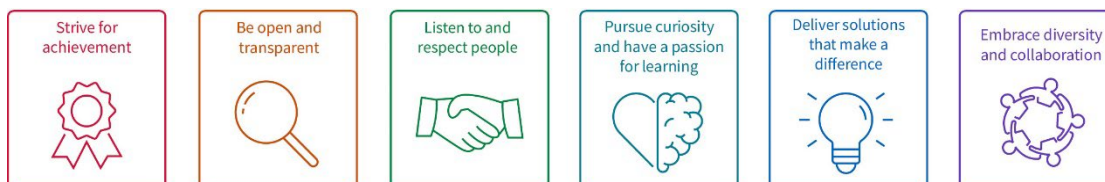
Tetra Tech International Development is part of global consulting firm Tetra Tech. The International Development team implements and manages projects designed to strengthen social and economic infrastructure and improve the lives of people in the Asia Pacific region.

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 Program

Australia Awards Cambodia (AAC) is a multi-year program (2026 to 2034) managed by Tetra Tech International Development on behalf of the Australian Government, represented by the Department of Foreign Affairs and Trade (DFAT).

AAC's **Goal** is to support Cambodia to achieve its development goals through education and knowledge transfer and to build enduring relationships with Australia that advance mutual interests.

AAC targets two End-of-Program Outcomes (**EOPOs**) and four Intermediate Outcomes (**IOs**) to realise this Goal:

EOPO 1: Alumni apply their skills, knowledge, and networks to contribute to sustainable development and national development priorities in Cambodia.

EOPO 2: Alumni foster enduring, mutually beneficial relationships between Australia and Cambodia through professional collaboration, institutional partnerships, and shared development goals.

IO 1: Alumni possess the necessary skills and knowledge to contribute effectively to development outcomes aligned with Cambodia's national strategies and Australia's development cooperation priorities.

IO 2: Women and gender-diverse scholars have equitable access to, retention in, and completion of Australian scholarships, leading to increased representation in leadership, decision-making, in non-traditional sectors.

IO 3: Alumni view Australia, Australians, and Australian education and expertise positively, reinforcing Australia's reputation in Cambodia as a trusted partner and preferred education destination.

IO 4: Educational institutions, training providers, and businesses in Australia and Cambodia collaborate through partnerships that support innovation, workforce development, and knowledge exchange.

AAC provides access to prestigious long and short-term study and training opportunities consistent with AAC's Goal. AAC program core components are:

- Australia Awards Scholarships;
- Australia Awards Short Courses; and
- Australia Awards Enabling Activities (including the Equity Pathways Program, On-Award Enrichment, Alumni Engagement and other targeted initiatives that align with Cambodia's development priorities).

Strengthening Gender Equality, Disability and Social Inclusion (GEDSI), localisation and climate change considerations, are cross-cutting priorities of the program.

AAC aligns all its work to the overarching Goal and the EOPOs, IOs and cross-cutting priorities.

Purpose and Objectives

The Scholar and Alumni Coordinator provides operational and administrative support to On-Award Enrichment (OAE) and Alumni Engagement activities, including procurement, contract management, financial management, activity coordination, survey administration, reporting, scholar and alumni communications, and accurate data collection and database management.

Under the direction of the Enrichment and Reintegration Adviser (for OAE) and the Alumni and Reintegration Manager (for alumni engagement), the role delivers all logistical and administrative tasks to support well-delivered and well-received OAE and alumni engagement activities. The Scholar and Alumni Coordinator ensures all activities are delivered in line with the AAC Operations Manual and DFAT requirements.

Key Responsibilities

Duties include:

On-Award Enrichment (OAE)

Support the Enrichment and Reintegration Adviser in:

- planning a series of OAE activities for the upcoming annual plan period in accordance with the OAE Plan
- calling for expressions of interest from scholars to participate in planned OAE activities
- liaising with selected participants with respect to logistical arrangements
- maintaining records and reports related to activity participation
- the timely and comprehensive collection of validated and disaggregated OAE data in accordance with AAC monitoring, evaluation, research and learning (MERL) processes
- administering post-activity surveys, and collating results
- preparing progress reports against agreed plans, indicators, and targets (including contributions to the annual report), and documentation in accordance with AAC and DFAT requirements
- managing the OAE budget including tracking all expenditures
- processing provider invoices and participant reimbursement claims
- developing regular scholar newsletters, including the development of good news stories
- providing administrative support as needed and managing project-related paperwork

Alumni Engagement

Support the Reintegration and Alumni Manager in:

- planning a series of alumni engagement (including reintegration and grant) activities for the upcoming annual plan period that strengthen alumni engagement and networks in accordance with the Alumni Engagement Strategy
- liaising with the Australian Alumni Association of Cambodia (AAA-C) in relation to the identification, planning and delivery of AAA-C activities
- promoting participation in planned alumni engagement activities through various communication channels (including the development of promotional materials), and assessing expressions of interest/nominations from alumni
- procurement processes for activity venues, and other logistics such as catering and photo/videography services
- liaising with selected participants with respect to logistical arrangements
- maintaining records and reports related to activity participation
- the timely and comprehensive collection of validated and disaggregated alumni engagement data in accordance with AAC MERL processes
- administering post-activity surveys, and collating results
- preparing progress reports (including contributions to the annual report) against agreed plans, indicators, and targets, and documentation in accordance with AAC and DFAT requirements
- managing the alumni engagement budget including tracking all expenditures
- processing provider invoices and participant reimbursement claims
- the ongoing development and updating of the alumni database
- providing administrative support as needed and managing project-related paperwork

Work as part of collaborative team

- contribute to effective collaboration across the AAC team to support the establishment of a constructive, team-based culture and delivery of key program-wide results
- actively contribute to AAC team meetings
- actively contribute to activity review processes in AAC as part of the continuous improvement and reporting of program activities, and by the monitoring, evaluation, research and learning (MERL) team as part of program review
- undertake additional duties as may be reasonably required by the Enrichment and Reintegration Adviser, Alumni and Reintegration Manager or Team Leader

Personal management

- undertake regular work planning to manage tasks and responsibilities
- participate in performance reviews and professional development planning
- undertake training as required to update skills and ensure task delivery to the required standard

Selection Criteria

Qualifications

- Relevant tertiary qualifications in international development, education, marketing, communication, or another relevant field or discipline

Experience

- At least 2–4 years' experience providing administrative or operational support within education, capacity building or complex program delivery contexts.
- Practical experience coordinating logistics for activities and events.
- Experience maintaining and managing program databases and participant records in an audit ready manner, and supporting MERL/reporting requirements.

Knowledge and Skills

- Strong knowledge of program administration best practice, data governance and secure recordkeeping; competent in maintaining disaggregated MERL data and preparing inputs for donor reporting.
- Excellent organisational, written and verbal communication skills; proven ability to manage applicant communications, produce clear correspondence and maintain the info@ mailbox.
- Solid IT skills including database management, MS Office (Excel, Word, PowerPoint), online survey/tools and ability to liaise with technical providers to maintain web/content systems.

Personal Attributes

- Highly organised, reliable and detail-oriented with the ability to prioritise competing tasks, meet deadlines and operate under pressure during peak award cycle periods
- Ability to work independently and as part of a team, with strong interpersonal skills
- Proactive, service-oriented and responsive approach to stakeholders and awardees, with sound judgement and the ability to escalate issues appropriately

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.

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.