

Position Description

Human Resource Development Specialist



Position Title	Higher Education Partnerships Advisor
Work Area	Australia Awards Papua New Guinea (AAPNG)
Supervisor	Senior Manager, Higher Education Partnerships
Incumbent	

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.

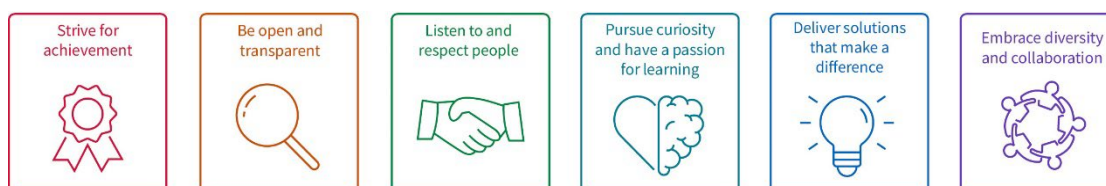
Tetra Tech International Development is part of global consulting firm Tetra Tech. The International Development team implements and manages projects designed to strengthen social and economic infrastructure and improve the lives of people in the Asia Pacific region.

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 (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

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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.

Purpose and Objectives

The Higher Education Partnerships Advisor will identify, scope and build partnership opportunities between Papua New Guinea tertiary institutions and Australian universities. The Advisor will play a critical role in strengthening bilateral higher education collaboration by building institutional relationships, supporting the implementation and monitoring of Higher Education Partnerships (HEP) Grants in Australia, and designing a staff mobility program for PNG academic and administrative personnel. This role directly contributes to DFAT and AAPNG's strategic priorities in education, institutional capacity building, and people-to-people links between PNG and Australia.

Key Responsibilities

The Higher Education Partnerships Advisor will:

- Identify and support development of potential partnerships between PNG tertiary institutions and Australian higher education providers.
- Map areas of mutual interest and strategic alignment across teaching, research, and institutional development, and identify opportunities for collaboration.
- Establish and strengthen professional networks with key stakeholders across Australian universities.
- Support the monitoring and evaluation of HEP Grants awarded to Australian universities and identify lessons learned and opportunities for improvement in future grant cycles.
- Develop a structured staff mobility program to support academic and administrative exchanges between PNG institutions and Australian universities including scoping of logistics, potential hosts, funding models, and program objectives
- Represent AAPNG in discussions to promote partnerships and long-term collaboration with the PNG higher education sector.

Key working relationships

- Australia Awards PNG Senior Manager, Higher Education Partnerships
- Australian Department of Foreign Affairs and Trade (DFAT) through the Australian High Commission (AHC) in Port Moresby
- Australian higher education institutes
- Other members of Australia Awards PNG team as required
- other GoPNG stakeholders as directed

Selection Criteria

- Postgraduate qualification in a related field such as education, international development, or business administration.
- Demonstrated experience (5+ years desirable) at a senior level in international higher education partnerships, mobility programs, or academic collaboration.
- Strong knowledge of the Australian and/or PNG higher education sectors.
- Demonstrated ability to engage and influence senior stakeholders in academic settings.
- Understanding of staff mobility and institutional capacity building models.
- Demonstrated experience cross-culturally with colleagues, government agencies, service providers and other stakeholders.
- Demonstrated ability to operate with innovation, adaptability, flexibility, and resilience in a complex, ever changing environment

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.