

Position Description

Senior Coordinator Alumni Engagement



Position Title	Senior Coordinator Alumni Engagement
Work Area	Aus4Skills
Supervisor	Manager Higher Education & Engagement
Incumbent	Vacant

Tetra Tech International Development

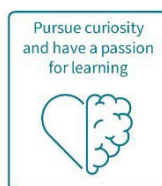
Tetra Tech has a 40-year history in successfully delivering international development projects on behalf of donors right around the world. Our people work side by side with local partners to support stability, economic growth and good governance, positively changing people's lives.

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 groups.

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 Equity 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 Senior Coordinator Alumni Engagement will implement initiatives as approved in Annual Plans in line with the broader *Australian Alumni in Vietnam Strategy 2026-2035* including coordination of alumni networking, professional development, Professional Group Co-Conveners, digital outreach, administration of the Australian Alumni Grants Fund.

The position will report to the Manager Higher Education and Engagement, and support the achievement of End of Program Outcome 1 of Aus4Skills: *Australia Awards' alumni leverage their skills, knowledge and networks to contribute to bilateral development priorities and stronger relations between Australia and Vietnam.*

The role will support the broader scholarship, alumni engagement and higher education support initiatives as required and provide mentoring and guidance to the team, strengthening team capability and quality outcomes.

Key Responsibilities

Alumni Engagement & Events

- Under direction of the Manager Higher Education & Engagement, implement initiatives as outlined in the *Australian Alumni in Vietnam Strategy 2026-2035* and subsequent Annual Plans.
- Contribute to the preparation of Annual Plans, Annual Reports, budgets and other ad-hoc reports in an accurate, timely and reliable manner.

Key Responsibilities

- Support the Manager Higher Education & Engagement to identify opportunities for alumni to connect and support alumni across all components of Aus4Skills to contribute to objectives, including but not limited to professional development, promotional and networking events.
- With guidance from the Manager, coordinate the implementation of Aus4Skills Professional Groups and Professional Group Co-Conveners.
- Support (or lead as required), the planning, coordination and delivery of alumni events according to approved plans and program procedures.

Alumni Outreach and Communications

- Oversee alumni enquiries/response and provide support such as access to academic databases and required documentation.
- Ensure timely and regular contributions to strategic communication activities to support the delivery of high quality communication products and outcomes, including identification and development of good news / success stories. Engage with and ensure use of communication tools including Facebook (Australian Alumni in Vietnam Facebook page) and LinkedIn.
- Oversee alumni enquiries via email and phone, including providing access to online academic databases, and documentation required for Australia Awards alumni to return to Australia.
- Support the process of maintaining an up-to-date and effective alumni database system that supports and promotes registration of alumni and facilitates access to alumni information for multiple purposes, such as alumni networking and professional development.

Australian Alumni Grants Fund (AAGF)

- Lead the end to end delivery of the AAGF or other small grant funds, including application screening, preparing summaries, drafting agreements, managing payments and reviewing acquittals.
- Promote the fund to priority groups through outreach activities and information sessions.
- Maintain financial records, ensure compliance with program requirements and prepare accurate financial reports.
- Contribute to improved processes, guidelines and tools for the fund including ongoing refinement of the grants management system ensuring continuous improvement.

Other

- Respond efficiently to ad hoc requests related to alumni engagement, in liaison with the Monitoring, Evaluation and Learning and Comms teams as required.
 - Ensure risks are identified and managed in a manner that minimises their likelihood and is in accordance with DFAT expectations.
 - Work with the Lead GEDSI and other team members to ensure that gender equality, disability equity and social inclusion is effectively mainstreamed and addressed through alumni engagement.
 - Contribute to ongoing monitoring, evaluation and learning activities including working with the Monitoring, Evaluation and Learning team on gathering information and reporting on activities.
 - Foster compliance with DFAT's policies regarding protection from sexual exploitation, abuse and harassment (PSEAH), child protection, modern slavery, climate change, privacy, fraud, and other cross-cutting areas.
 - Other duties as assigned by Manager Higher Education and Engagement.
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Selection Criteria

Qualifications

- Relevant tertiary qualifications or professional experience in business, communications, marketing, public relations, international relations, international development, human resources or equivalent professional experience.

Experience, Knowledge and Skills

- Relevant professional experience, preferably at least 5 years, in project management, alumni engagement or related field.
- Excellent knowledge of small grant fund management highly regarded.
- Experience with planning, implementing and evaluating a variety of activities, including workshops, conferences and events, that demonstrate creativity or innovation.
- Excellent interpersonal and strong oral and written communication skills in Vietnamese and English language along with strong computer skills including databases.
- Proven understanding of a wide-range of cross-cutting issues - such as gender equality, disability and social inclusion, protection from sexual exploitation, abuse and harassment, child protection, modern slavery and fraud control.
- Previous experience with Australian Government-funded projects and knowledge of relevant policies, standards, and protocols an advantage.

Personal Attributes

- Work collaboratively as part of a team and actively contribute to a positive, inclusive, and supportive workplace culture.
- Strong problem solving and time management skills, ability to manage multiple priorities under pressure.
- Culturally sensitive and ability to engage effectively with diverse partners and stakeholders.
- Strong attention to detail with a commitment to quality outcomes.
- Adaptable with capacity to respond to changing priorities and adjust plans based on emerging evidence.

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.