

Position Description

Program and Partnerships Director



Position Title	Program and Partnerships Director (PPD)
Work Area	Australia Awards Philippines (AAP)
Supervisor	Contractor Representative
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.

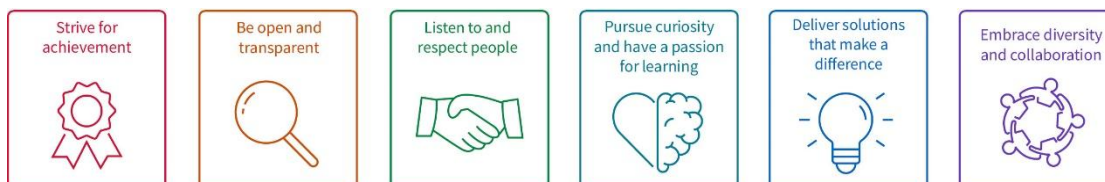
Tetra Tech International Development is part of global consulting firm Tetra Tech. The International Development team implements and manages projects designed to strengthen social and economic infrastructure and improve the lives of people in the Asia Pacific region.

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.



Overview of AAP

The Australia Awards Philippines (AAP) supports the selection, mobilisation and re-integration of Filipino Australia Award recipients. The investment will also support short courses, fellowships and learning visits, and

facilitate ongoing engagement between Australia and Australian-educated Filipino alumni. AAP will strengthen bilateral cooperation by fostering people-to-people and institutional links between Australia and the Philippines.

Purpose and Objectives

The Program and Partnerships Director leads the implementation of the Australia Awards program in the Philippines (AAP). The position provides high-level strategic advice, analysis, options, risk assessments and recommendations to inform the program's strategic direction and DFAT's lead role in stakeholder engagement and relationship management for (AAP). Beyond overseeing delivery, the role supports DFAT to make evidence-based decisions, shape purposeful relationships with Philippine Government counterparts, Australian and Philippine institutions, industry, civil society, alumni and other strategic partners, and ensure engagement is coordinated and aligned with Australia–Philippines development priorities.

The position will identify and facilitate partnerships between Australian and Filipino education institutions and identify opportunities for collaboration and co-financing, and steward strategic relationships between Australia and the Philippines. The role aligns program delivery, governance, GEDSI, monitoring and learning, and stakeholder insights to provide practical recommendations that maximise development impact, strengthen bilateral relationships and support locally owned, demand-driven outcomes.

Key Responsibilities

Key responsibilities include

Provide high-level strategic advice, analysis, options, risk assessments and recommendations to DFAT to inform its lead role in stakeholder engagement and relationship management for AAP.

Support DFAT's leadership of engagement with Philippine Government counterparts, Australian and Philippine institutions, industry, civil society, alumni and other strategic partners by preparing evidence-based briefing, advice and engagement approaches.

Oversee AAP implementation of agreed program activities while providing DFAT with practical options and recommendations on scholarships, short courses, fellowships, in-country scholarships, non-formal learning opportunities and alumni engagement, ensuring delivery remains aligned with DFAT priorities, Philippine development needs and agreed program outcomes.

Identify and advise DFAT on strategic partnership opportunities between Australian and Philippine organisations including transnational education models such as split-site delivery, hybrid learning, joint or dual recognition arrangements, and locally delivered Australian-standard learning opportunities.

Develop and operationalise co-financing and in-kind contribution approaches with Philippine Government agencies, private sector partners and education institutions, providing DFAT with analysis of feasibility, risks, trade-offs and value-for-money implications.

Ensure program priorities are demand-driven and evidence-based by using political economy analysis, skills gap analysis, stakeholder consultation, alumni evidence and MEL data to inform DFAT decision-making, annual planning, cohort targeting and institutional partnership proposals.

Ensure timely and high-quality delivery of reports, financial information, annual plans, inception deliverables, partnership updates and other data required under the Head Contract with DFAT, including advice on emerging implementation risks and required management responses.

Provide strategic advice, options and implementation support to inform DFAT's lead role in alumni engagement and relationship management, strengthening a vibrant alumni ecosystem that advances professional networks,

Key Responsibilities

institutional collaboration, public diplomacy, trade and investment linkages, and people-to-people connections between Australia and the Philippines.

Champion GEDSI across all program components, ensuring partnership design, selection processes, learning activities, alumni engagement, monitoring and reporting address barriers to participation and promote inclusive outcomes.

Lead governance support for the AAP Program Board and Program Coordinating Committee by preparing strategic papers and decision briefs, advising on governance processes, monitoring implementation of decisions, tracking actions and supporting follow-up with DFAT and Philippine counterparts.

Other responsibilities:

Lead the AAP program team consisting of the Scholar and Alumni Engagement Manager, the Communications and Public Diplomacy Manager, the MEL Manager and the Operations, HR and Procurement Manager.

Act as the key point of contact with DFAT, cooperate with other team members and report any requirements or risks to the Contractor Representative or Project Manager.

Collaborate with Contractor Representative to create effective performance objectives, allowing all team members to identify opportunities on how best to contribute to the successful extension of the AAP program as well as highlight individual professional growth areas.

Ensure the program complies with DFAT and Tetra Tech policies and standards for development programs, including for financial management, fraud and risk mitigation. Any other duties as requested by the AAP Contractor Representative and/or Senior Project Manager, including emerging priorities from DFAT, in line with the duties of this Position Description.

Selection Criteria

Qualifications

Higher degree in Higher Education, Education Policy, International Education, International Development, Public Policy, Partnership Development, Institutional Collaboration, Public Administration, Business Administration, Development Finance, or a related field relevant to education partnerships, transnational education and co-financing.

Experience

Minimum 10 years' senior experience leading or managing complex programs, preferably DFAT-funded or comparable donor-funded development programs, including responsibility for strategic direction, delivery performance, risk management, governance, reporting and client engagement.

Demonstrated ability to provide high-quality strategic advice, options, risk assessments and recommendations to clients or senior government counterparts to support evidence-based decision-making in politically and operationally complex environments.

Proven experience supporting donor-led stakeholder engagement and relationship management with senior government counterparts, education institutions, private sector partners, civil society and/or development partners to advance shared policy, institutional or development outcomes.

Selection Criteria

Experience leading governance, planning and performance processes for complex programs, including preparing strategic papers and decision briefs, monitoring implementation of decisions, advising on governance processes and managing implementation risks.

Relevant experience in transnational education, education partnerships, skills development, institutional collaboration, scholarships, alumni engagement, public diplomacy or professional networks, with the ability to connect these activities to broader donor objectives, bilateral relationship outcomes and locally owned development priorities.

Demonstrated experience identifying, structuring and leveraging partnerships, such as co-financing, in-kind contributions and shared investment from government agencies, education institutions, private sector partners and other key stakeholders to support sustainable program outcomes.

Experience using political economy analysis, stakeholder insights, MEL evidence, value-for-money analysis and risk information to inform program strategy, adaptive management and donor decision-making.

Skills and Knowledge

Strong understanding of DFAT or comparable donor program management requirements, including governance, risk, compliance, performance, value for money, adaptive management, reporting and client relationship management.

Demonstrated knowledge of the Philippine and Australian tertiary education systems, or the ability to acquire this knowledge quickly

Demonstrated knowledge of development effectiveness, locally led development, GEDSI, MEL, political economy, value for money, transnational education, partnership brokering, co-financing and co-investment principles, and their application in complex donor-funded programs.

Ability to synthesise complex information into clear strategic advice, options papers, risk assessments, decision briefs and recommendations for DFAT, donor clients, governance bodies and senior stakeholders.

Personal Attributes

- High level communication and interpersonal skills
- High level strategic thinking
- High level proficiency in presentation and report writing skills
- Fluency in spoken and written English

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, Modern Slavery and Safeguarding

Tetra Tech has a zero-tolerance approach to sexual exploitation, abuse and harassment ('SEAH'), child abuse and exploitation, modern slavery and safeguarding related retaliation, and this zero-tolerance extends to inaction. Tetra Tech is committed to being a child safe organisation, and to promoting a culture that supports gender equality, and addresses the gendered drivers of violence against women and children. It is committed to fostering a culture where we prevent and respond decisively and appropriately to harm against people, and that all people are treated with dignity and respect, irrespective of country, program, or office where we work. This will require compliance with Tetra Tech's Safeguarding and other Codes of Conduct and our associated safeguarding policies (Child Protection and Child Safety, Prevention of Sexual Exploitation, Abuse and Harassment (PSEAH) policy and procedure, and Modern Slavery. Any successful applicants will be required to undertake satisfactory referee and criminal record checks prior to being appointed to any position.

Tetra Tech does not charge money or any kind of fee at any stage of the recruitment process (this includes applications, interviews, meetings, processing, administration, service and training). Tetra Tech will never ask for your sensitive information, such as bank account or other login details, including username or password.

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.