

Position Description

Higher Education Partnerships Coordinator



Position Title	Impact Stories Advisor (Short Term Advisor)
Work Area	Australia Awards PNG
Supervisor	Senior Manager, Higher Education Partnerships
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.

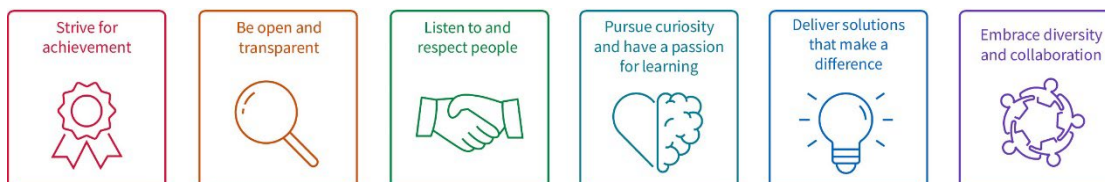
Tetra Tech International Development is part of global consulting firm Tetra Tech. The International Development team implements and manages projects designed to strengthen social and economic infrastructure and improve the lives of people in the Asia Pacific region.

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 supports Papua New Guinea to achieve its development goals through education, knowledge transfer, and institutional capacity building, through enduring relationships with Australia. This is achieved through institution-to-institution partnerships and inclusive collaborations that produces high quality education and strengthens accredited training institutions in PNG.

Australia Awards 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.

The program includes three study options:

- Australia Award Scholarships for Papua New Guineans to undertake long-term study in Australia, primarily at the postgraduate level;
- Australia Awards In-PNG Scholarships for Papua New Guineans to undertake long-term study in PNG to meet critical workforce gaps; and
- Australia Awards Short Course Awards for Papua New Guineans to undertake short-term professional development study in Australia or PNG, often receiving an Australian qualification.

Purpose and Objectives

Reporting to the Senior Manager, Higher Education Partnerships (HEP), the Impact Stories Advisor is a Short Term Advisor role of 50 days that will identify, develop and collate information for compelling and accurate stories that demonstrate program outcomes. The role collates evidence, in the form of stories, to strengthen monitoring and evaluation of HEP impact, and contributes to the creation of written and visual products for partners, participants, stakeholders and public diplomacy audiences.

The Advisor will work across Australia Awards program teams - in particular the Higher Education Partnerships team, Communications and Public Diplomacy team, and Knowledge Hub team, to strengthen evidence-gathering processes and provide material to develop high-quality impact stories and other communications products.

Key Responsibilities

Position specific deliverables:

- Develop and maintain an impact storytelling calendar aligned with program objectives, reporting cycles, stakeholder priorities and the HEP annual workplan.
 - Identify opportunities to profile individual, institutional and system-level change, with balanced representation across gender, disability, geography and stakeholder groups.
 - Be a key field-based resource undertaking background research, field interviews and stakeholder consultations.
1. Produce high-quality content to support the Australia Awards Communication and Public Diplomacy team produce high quality impact stories and other communications products, and which the Knowledge Hub team can use for program progress reports to the Australian High Commission.

Key Responsibilities

- Build trusted relationships with partners and participants, respecting Papua New Guinean protocols, local knowledge and language needs.

General program management:

- Provide support to the knowledge hub with contribution to MERL data collection through impact stories
- Contribute to program reporting, milestones and deliverables
- Develop and maintain effective working relationships with key stakeholders including student contact officers, staff of universities and Partner Tertiary Institutions, and other relevant institution representatives.
- Work collaboratively to build positive and constructive relationships with key stakeholders such as Australian and PNG tertiary institutions, government and non-government agencies and personnel, awardees, alumni and alumni networks and private partners.
- Work collaboratively across Australia Awards functional teams to ensure the effective and efficient implementation of program activities.
- Champion all activities addressing GEDSI principles and objectives.
- Undertake provincial travel within PNG as required.
- Lead by example and contribute to the development of a program culture that adheres to the Tetra Tech Values and Behaviours.
- Ensure a safe and secure work environment is maintained at all times.

Other

- Other duties from time to time, as may be reasonably requested by DFAT and Tetra Tech

Selection Criteria

- Tertiary qualification in communications, journalism, public relations or equivalent relevant experience.
 - Demonstrated experience in producing high-quality impact stories, case studies or multimedia content in international development, education, government, community development or a comparable context
 - Strong interviewing, research, writing and editing skills, with the ability to produce engaging content.
 - Excellent interpersonal and cross-cultural communication skills, with demonstrated ability to build trust with diverse stakeholders.
2. Proficiency in Tok Pisin.
 3. Willingness to travel within Papua New Guinea.
 - Strong organisation and time management skills including the ability to manage competing tasks in a timely manner.
 4. Knowledge of PNG's education or international development sectors (desirable).
 - Experience in photography and videography (desirable).

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.