

# Position Description

## MEL Coordinator



|                       |                      |
|-----------------------|----------------------|
| <b>Position Title</b> | MERL Coordinator     |
| <b>Work Area</b>      | Australia Awards PNG |
| <b>Supervisor</b>     | Manager, MERL        |
| <b>Incumbent</b>      | 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.

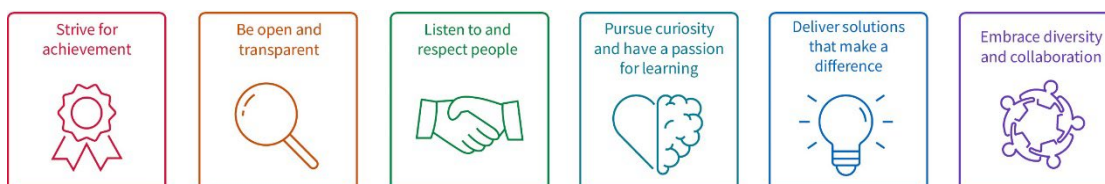
Tetra Tech International Development is part of global consulting firm Tetra Tech. The International Development team implements and manages projects designed to strengthen social and economic infrastructure and improve the lives of people in the Asia Pacific region.

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 (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 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.

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 Manager, Monitoring, Evaluation, Research and Learning (MERL), the MERL Coordinator supports the implementation of monitoring, evaluation, research and learning activities across Australia Awards Papua New Guinea (AAPNG). The role coordinates data collection, analysis and reporting processes to ensure the availability of accurate and reliable information that supports program performance monitoring, reporting and continuous improvement.

The MERL Coordinator supports the implementation of the AAPNG MERL Framework and Plan through the coordination of monitoring activities, maintenance of data systems, support to research and case studies, and the preparation of reporting and knowledge products. The role works collaboratively across program teams to strengthen data quality, promote learning, and contribute to evidence-based program delivery.

As a member of AAPNG, the MERL Coordinator contributes to quality program delivery, continuous improvement and the achievement of program outcomes through the effective collection, analysis and use of program information and evidence.

## Key Responsibilities

### Position specific deliverables:

- Support the implementation and continuous improvement of the AAPNG Monitoring, Evaluation, Research and Learning (MERL) Framework and Plan.
- Ensure all MERL activities and reporting apply an intersectional GEDSI approach.
- Maintain MERL data and reporting systems, ensuring data quality, accuracy and timely reporting.
- Coordinate routine and ad hoc monitoring activities, including surveys and other data collection exercises.
- Coordinate baseline, progress and endline data collection and reporting for program activities and indicators.
- Develop case studies and other evidence products through qualitative and quantitative data collection, analysis and reporting.

## Key Responsibilities

- Analyse data and prepare dashboards, reports, presentations and other products to support program performance, learning and decision-making.
- Support research, evaluation, review and learning activities, including stakeholder engagement, data collection, analysis and documentation of findings.
- Coordinate logistical and technical support for evaluations, reviews and other MERL activities.
- Develop success stories, lessons learned, alumni profiles and other knowledge products that demonstrate program outcomes and impact.
- Prepare reports, briefing notes and other information products for internal and external stakeholders.
- Respond to ad hoc MERL information requests from DFAT, program management and other stakeholders.
- Identify and share awardee and alumni achievements and program impacts with the Communications team for public diplomacy purposes.
- Provide guidance and support to program teams on MERL tools, processes, indicator monitoring, surveys and reporting requirements.
- Facilitate learning and reflection activities to support continuous improvement and knowledge sharing across AAPNG and the Knowledge Hub.
- Contribute to the improvement of MERL systems, tools, processes and standard operating procedures.
- Contribute to Knowledge Hub initiatives, including facility-wide learning and professional development activities

### General program management:

- Provide support with the promotion, application and selection process for AAPNG scholarships.
- Contribute to program reporting, milestones and deliverables.
- Routinely review and update relevant standard operating procedures.
- 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 AAPNG component and support area teams to ensure the effective and efficient implementation of AAPNG 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

- Undergraduate qualification in administration, project management, communications, education and/or human resources development or an equivalent combination of relevant experience. A postgraduate qualification in monitoring and evaluation, international development, research, public policy, education or a related field will be highly regarded.
- Demonstrated experience in monitoring, evaluation and reporting in an international development context.
- Experience supporting monitoring, evaluation, research and learning activities.
- Proven capacity in using quantitative and qualitative methodologies for data collection, analysis and reporting.
- Proven information management and technology skills in data collection, management, analysis and reporting with a high degree of accuracy and attention to detail.

## Selection Criteria

- Demonstrated ability to analyse, interpret and synthesise quantitative and qualitative information for reporting, learning and decision-making purposes.
- Experience preparing high-quality reports, briefing notes, case studies and knowledge products.
- Strong organisation and time management skills, including the ability to manage competing priorities and meet deadlines.
- Experience in report writing.
- Strong computer skills using Microsoft 365 applications and other data management systems.
- Demonstrated ability to work collaboratively with diverse stakeholders and multidisciplinary teams.

## 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.*