

Position Description

Scholarship and Alumni Engagement Manager



Position Title	Scholarships and Alumni Engagement Manager
Work Area	Australia Awards Philippines (AAP)
Supervisor	Program and Partnerships Director
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 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.

Position Summary

The Scholarship and Alumni Engagement Manager leads the strategic and operational delivery of scholarships, international education and transnational education programs (e.g., short courses, fellowships, in-country scholarships, non-formal learning opportunities), alumni engagement, on-award enrichment and support in addition to the related communications and public diplomacy activities in line with DFAT policies/guidelines and approved strategies.

The Scholarship and Alumni Engagement Manager provides strategic advice and inputs to DFAT and the AAP Senior Management Team, supervises staff; manages budgets and risk. The role manages relationships and engages with program participants and stakeholders at both strategic and operational levels and remains hands on and prepared to undertake day to day operational tasks as required.

Key Responsibilities

Strategic Engagement and Reporting

- Manage Support the development of annual workplans to support achievement of End of Program Outcomes in alignment with Program Coordinating Committee direction and relevant Australian and Philippines Government strategies.
- Build and nurture strategic relationships with relevant organisations and institutions to support the achievement of program outcomes.
- Apply political economy analysis to provide high-level strategic advice and inform programming, partnership management, risk mitigation, and delivery decisions; engage, influence, and work effectively with diverse stakeholders.
- Oversee, and where appropriate, prepare high-quality reports, briefing notes, and concept papers that provide fit-for-purpose analysis, options, and recommendations for decision-making.
- Contribute actively as a member of the AAP Leadership Team, supporting cross-program collaboration, strategic decision-making, and knowledge sharing.

Programming, Delivery and Operations Management

- Oversee the programming and delivery of Scholarship and Alumni Engagement support activities to agreed scope, timelines, budget, and quality standards, driving evidence-based continuous improvement through monitoring, reflection, and adaptation.
- In coordination with Program and Partnerships Director, operationalise 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.
- In close coordination with Program and Partnerships Director, 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.
- Develop and manage the component budget, including monthly expenditure reporting and forecasting, in line with AAP Financial Guidelines.
- Identify and implement mainstreamed and targeted initiatives that contribute to AAP cross-cutting objectives, including gender equality, disability and social inclusion, climate resilience, sustainability, and localisation commitments (including the use of REAPs, co-funding arrangements, and institutional partnerships).
- Proactively identify and manage risks consistent with DFAT requirements, integrating mitigation strategies into activity design and delivery.

Position Summary

- Ensure compliance with DFAT policies and program standards, including child protection, PSEAH, fraud control, modern slavery, and support timely incident reporting and corrective actions as required.

Scholarships

- Provide strategic oversight and management of long-term and short-term scholarships for study at Australian universities and institutions, maintaining inclusion targets for women, people with disability, and individuals from disadvantaged rural areas, including ethnic minority groups.
- Oversee the full lifecycle for Australia Awards Scholarships (AAS) and other scholarship programs supported by AAP (including promotion, assessment, selection, course counselling, pre-departure, mobilisation, on-award engagement and support, and reintegration).
- Oversee the complete management and delivery of short courses, training, and other informal learning opportunities. This includes conducting a needs analysis for organisational training and competency gaps, designing and developing terms of reference for tenders, assessing nominated participants, contracting learning service providers, reviewing participants' REAPs, and evaluating the overall process.
- Collaborate with relevant Senior Coordinators of AAP to explore, test, and implement innovative scholarship approaches that respond to the Philippine's human resource development priorities and ensure social equity goals, in partnership with Government stakeholders, institutions and other relevant programs.

Alumni Engagement

- Review and update the Alumni Engagement Strategy 2026–2031 as required, ensuring alignment with the Australian Embassy in Philippine's broader alumni engagement priorities (e.g., Country Alumni Plan).
- In coordination with the Program and Partnerships Director, support the team in updating the approaches to helping Filipino Australia Awardees develop and implement a Re-entry Action Plan (REAP) that outlines how the skills, knowledge, and networks gained through Australia Awards will be applied to contribute to development priorities in their workplace, sectors, or communities upon return to the Philippines.
- Identify strategic and innovative opportunities to connect and support alumni across AAP, including professional development, promotional activities, and networking events, while working closely with the Communications and Public Diplomacy Manager to design and facilitate targeted alumni activities tailored to each component's priorities.
- In close coordination with DFAT, oversee the development of robust and sustainable alumni associations, such as PA3i and AACPh, to contribute to DFAT's whole-of-government Country Alumni Plan.

Monitoring, Evaluation and Learning (MEL) and Strategic Communications

- In close collaboration with the MEL Manager, support strong MEL processes for Scholarships and Alumni Engagement by ensuring clear performance indicators and measurable outcomes to track engagement effectiveness, participation levels, and overall impact. This includes systematic and ethical data collection and analysis, incorporating partner feedback, and preparing evidence-based reports that inform decision-making and enhance program effectiveness.
- Translate MEL findings into practical adjustments for activities, learning products, and continuous improvement for Scholarships and Alumni Engagement, including structured reflection and after-action reviews.
- Produce, and collaborate on, content for strategic communications (including social media, outreach, and online platforms), ensuring alignment with the AAP Communications and Public Diplomacy Strategy, branding, protocols, and safeguarding and privacy requirements. Proactively identify and document success stories at individual, organisational, and systems levels.

Other Support for Australian Government and GPH as required

- Oversee team to provide logistics and support for events and high-level visits by officials.
- In coordination with Program and Partnerships Director, engage with stakeholders on behalf of and in partnership with DFAT Manila.
- In coordination with Communications and Public Diplomacy Manager, provide written briefing and talking points/speeches as required.

Position Summary

- In coordination with team members, oversee the implementation of other activities associated with AAP, as directed by DFAT Manila.

Team Management

- Supervise team members, providing technical guidance coaching, performance support, and mentoring.
- Foster professional development, succession planning, and a positive, inclusive, and high-performance team culture.
- Oversee daily staff operations, including task allocation, performance monitoring, leave management, and support for HR processes as required.

Undertake other duties as reasonably required by the Program and Partnerships Director, with capacity to travel and work on weekends as may be required.

Selection Criteria

Qualifications

- Postgraduate qualification in education, human resources, international development, project management, or a related field, or equivalent professional experience at a comparable level.

Experience, Knowledge and Skills

- Demonstrated experience building and managing strategic partnerships with GoPH, education institutions, or diverse stakeholder groups. Preferably with knowledge of scholarship programs and/or alumni engagement in an international development or donor-funded context. Australia alumnus highly considered.
- Program management experience, preferably with at least five years proven ability to lead a team and successfully deliver program outcomes.
- Experience designing, delivering, managing and evaluating short courses or training and non-formal learning opportunities. Excellent cross-cultural communication skills, including the ability to synthesise complex information into clear strategic advice to produce high-quality reports and briefs, facilitate meetings and workshops, manage stakeholder expectations, and sustain collaborative relationships.
- Experience using MEL evidence to inform leadership, adapt program delivery or produce effective communication tools.
- Strong understanding of the Philippines's development and political context, and Australian Government cross-cutting issues such as GEDSI, climate, PSEAH, child protection, modern slavery, and risk management, with the ability to integrate these into program design.

Personal Attributes

- Strong collaborative mindset with the ability to foster a positive, supportive team 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.

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.