

Position Description

Program Coordinator



Position Title	Program Coordinator (Scholar and Alumni Engagement)
Work Area	Mekong-Australia Partnership Support Unit
Supervisor	Scholar and Alumni Engagement Manager, Leadership and Skills
Location	Cambodia, Laos, Vietnam or Thailand

Tetra Tech International Development

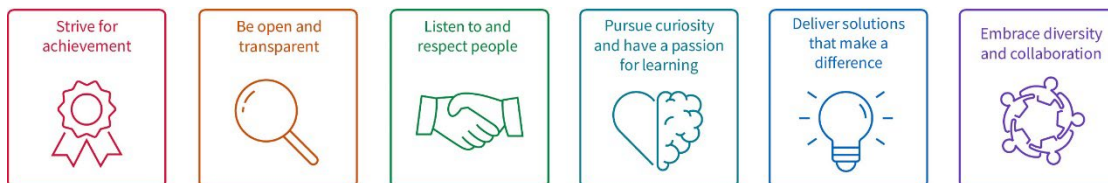
Tetra Tech has a 40-year history in successfully delivering international development projects on behalf of donors right around the world. Our people work side by side with local partners to support stability, economic growth and good governance, positively changing people's lives.

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 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 Mekong-Australia Partnership Support Unit (MAP)

The objective of the Mekong-Australia Partnership Support Unit (MAP SU) is to provide efficient and effective support and enabling services, and delivery of selected MAP activities as directed by the Mekong Hub at the Australian Embassy in Bangkok, Thailand to ensure that Australia is a trusted and visible partner in supporting a resilient, inclusive and sustainable Mekong subregion. The Support Unit will deliver the Leadership and Skills program, and enabling services for the Transnational Crime program. It will also support programming by providing administrative, logistical and/or technical support and assistance in the execution of parts of MAP such as organising events, conducting training or managing specific components of program delivery.

The Leadership and Skills multi-year program is a strategic, cross-cutting investment designed to deepen Australia's economic and security ties with the Mekong subregion (including Cambodia, Laos, Thailand, Vietnam, and Myanmar) by facilitating access to Australian education and professional learning, and promotion of knowledge sharing and subregional cooperation. The Leadership and Skills program contributes to MAP portfolio outcomes by supporting diverse Mekong subregion leaders to tackle complex structural reforms and pursue joint, inclusive solutions to shared and transboundary challenges. With strategic guidance from the Mekong Hub and

the Leadership and Skills Thematic Working Group, the program will deliver scholarships, short courses, masterclasses, regional dialogues, on-award and alumni engagement activities, including alumni grants.

Purpose and Objectives

The Program Coordinator is responsible for coordinating the operational delivery of MAP SU's scholar and alumni engagement related activities. The role focuses on supporting logistics and administrative arrangements of alumni engagement events, supporting alumni grants, and maintaining a database of MAP alumni. The Program Coordinator assists the Scholar and Alumni Engagement Manager in ensuring the activities are inclusive, effective and aligned with DFAT's development and diplomatic objectives.

The role includes engagement with MAP alumni across the five Mekong countries, requiring effective regional coordination and collaboration across diverse stakeholders. The Program Coordinator is expected to demonstrate an understanding of the Mekong regional context, along with cultural and political sensitivities, to support the effective delivery of regional activities and strengthen alumni engagement across the Mekong region.

The Program Coordinator also supports the coordination and input of Monitoring, Evaluation and Learning (MEL), inclusion and safeguarding aspects, ensuring these are appropriately integrated and aligned with program responsibilities and activities.

The role also supports broader Leadership and Skills outreach, particularly where activities link to MAP's regional networks, thematic priorities, or high-level public diplomacy efforts.

Key Responsibilities

Program Coordination and Support

- Under the supervision and direction of the Scholar and Alumni Engagement Manager, support the delivery engagement activities, including but not limited to, alumni grants, on-award enrichment activities, and activities of the MAP alumni professional groups
- Working with other MAP SU team members, ensure alignment of activities with DFAT branding visibility and program guidelines
- **Event Management for Leadership & Skills Program**
- Support in the planning and coordination of engagement events
- Support event logistics including drafting event work plans and budgets, arranging event venues and coordinating participants' travel
- Working with other MAP SU team members, ensure all events are comply with MAP SU protocols on safety, safeguarding, and visibility

Monitoring, Reporting, and Administration

- Track and maintain detailed records for scholar and alumni activities and events, including participant lists and other data for the L&S MEL Indicators list
 - Assist with the collection and analysis of participant feedback surveys, post-event evaluations, and success stories
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Key Responsibilities

- Assist reporting requirements, including completing the data for L&S indicators for the Six-Monthly and Annual Reports
- Work closely with the Communications team to meet communications and public diplomacy requirements

Update and maintain the MAP alumni database on a regular basis.

Administration, Logistics and Financial Management

- Support the review of financial documents/acquittal documents submitted by participants, service providers, and grant recipients
- Provide administration and logistical support to L&S and MAP SU activities as directed.
- Assist with the financial administration and coordination for scholar and alumni engagement activities, including monitoring budgets tracking expenditure, and ensuring compliance with MAP SU, Tetra Tech, and DFAT financial policies and procedures

Inclusion, Safeguarding and Compliance (Cross-cutting)

- Apply DFAT safeguarding principles including child protection Prevention of Sexual Exploitation , Abuse and Harassment (PSEAH) fraud prevention, and Work Health and Safety (WHS) throughout all planning and implementation activities.
- Ensure activities, events and communications are inclusive and accessible, integrating gender equality, disability equity, and social inclusion (GEDSI) principles at every stage.
- Identify and escalate operational or reputational risks to the Scholar and Alumni Engagement Manager or relevant MAP SU lead in a timely and accurate manner.

Selection Criteria

Qualifications and Experience

- A tertiary qualification in international development, communications and event management, public administration, or a related field.
- Demonstrated experience coordinating or supporting training programs, alumni activities, or capacity-building events in a development or government context.
- Experience of DFAT policies and Australian development programming is desirable'

Knowledge and Skills

- Database management skills including advanced Excel skills.
 - Strong organisational skills and attention to detail, especially under tight timeframes or when coordinating across locations.
 - Experience in financial management
 - High-quality communications and interpersonal skills, including experience working with culturally diverse stakeholders.
 - High competency of English, both in writing and verbally
 - Proficiency in Microsoft Office Suite, SharePoint, event registration systems, Survey Monkey, and reporting templates.
 - Ability to handle sensitive information responsibly and manage administrative workflows.
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Selection Criteria

- Knowledge and experience in Monitoring, Evaluation and Learning (MEL) and Gender Equality, Disability Equity and Social Inclusion (GEDSI).

Personal Attributes

- Coordinate logistical and operational tasks efficiently while upholding quality standards.
 - Work operatively with government partners, alumni, education providers, and team members across borders and cultures.
 - Remain adaptable and solution-focused in a dynamic, multitasking environment.
 - Apply safeguarding and compliance policies effectively and consistently.
 - Promote inclusivity and uphold DFAT's values through respectful and ethical conduct.
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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.