

Position Description

Scholar and Alumni Engagement Specialist



Position Title	Scholar and Alumni Engagement Specialist – Short Term Adviser
Work Area	Mekong-Australia Partnership Support Unit
Supervisor	Team Leader, Leadership and Skills
Location	Remote
Duration	2 years, up to 80 days per year

Tetra Tech International Development

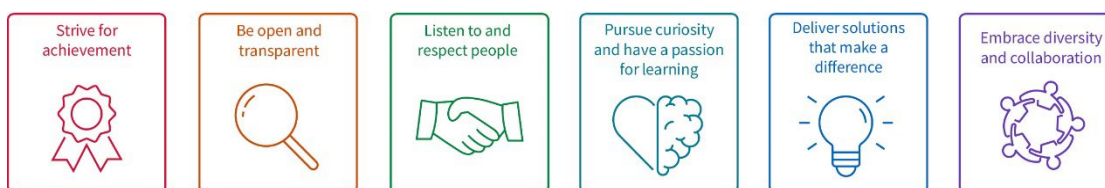
Tetra Tech has a 40-year history in successfully delivering international development projects on behalf of donors right around the world. Our people work side by side with local partners to support stability, economic growth and good governance, positively changing people's lives.

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 reliable 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 apply their skills and capabilities to contribute to development across MAP thematic areas 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 Scholar and Alumni Engagement Specialist, within the Leadership and Skills team, plays a key role in advancing the Mekong-Australia Partnership's (MAP) objectives by facilitating meaningful and strategic regional engagement with alumni and current scholars from Australia Awards MAP (AA-MAP) programs. The Specialist supports the design and outreach, professional development, alumni grants, and networking activities to build a connected and influential alumni community across the Mekong subregion (Cambodia, Laos, Thailand, Vietnam and Myanmar). This role also contributes to the delivery of the Mekong Leaders Network program for in-Australia AA-MAP scholars.

The Specialist collaborates closely with the Scholar and Alumni Engagement Manager and the broader MAP SU Leadership and Skills team to provide technical guidance that ensures inclusive, high-quality, and values-driven programming that embodies Australia's commitment to partnerships, regional cooperation, and people-to-people connections. Furthermore, this role strengthens relationships between alumni and Australian institutions, enhances alumni capacity to contribute to development goals, and ensures alumni engagement initiatives align with the Australian Department of Foreign Affairs and Trade (DFAT)'s strategic priorities and regional foreign policy objectives. The Specialist is committed to value-for-money delivery, continuous improvement, and the integration of gender equality, disability equity, and social inclusion (GEDSI) principles.

Key Responsibilities

Technical Advice, Program Delivery and Coordination

- Provide expert guidance in the design and strategic approach to alumni engagement, collaborating closely with the Mekong Hub and Leadership and Skills Thematic Working Group to identify and establish regional engagement priorities.
- Provide expert guidance to the Scholar and Alumni Engagement Manager to ensure effective program delivery and alignment with organisational goals, while identifying gaps and areas for improvement.
- Ensure effective management and implementation of the Mekong Leaders Network program and its associated events, ensuring successful delivery, upholding sustainability practices and encouraging diverse participation.
- Prepare scoping documents and concept notes to support the procurement process and coordination of regional events across the Mekong subregion and in-Australia that engage scholars and alumni.
- Design the implementation of the alumni impact grants program in partnership with the Scholar and Alumni Engagement Manager, the MEL Manager, the Short Course Coordinator and Finance, MAP SU Procurement, and Contracts Manager, including developing tools and procedures for monitoring grant progress, financial management, and identifying fiduciary or fraud risks.
- Design and work with the Scholar and Alumni Engagement Manager and MAP SU's MEL team in data collection and evaluation for continuous improvement.

Stakeholder Engagement

- Support the Scholar and Alumni Engagement Manager and liaise with Australian Embassies and other Australia Awards managing contractors in the Mekong sub-region, including through participation in the Managing Contractor Coordination Group, to design and deliver regional scholar and alumni engagement initiatives, in both the Mekong region and Australia
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- Scope out lessons and good practices from similar regional and multi-country programs and, where relevant, use these in MAP activities
- Build and maintain strong, collaborative relationships with current scholars, alumni, Australian institutions, and regional partners to support program objectives.

Communications and Public Diplomacy

- Maintain a strong understanding of DFAT's values, MAP branding and communication protocols to ensure all outputs are compliant.
- Provide expert guidance and conduct analysis to support production of reports, updates, and promotional materials highlighting scholar and alumni initiatives.
- Work with the Scholars and Alumni Engagement Manager and the Tetra Tech Communications team to produce promotional materials and media content that highlight the MAP scholar and alumni engagement initiatives.

Inclusion, Risk, Safeguarding and Compliance

- Ensuring scholar and alumni engagement initiatives uphold DFAT's standards in relation to child protection, preventing sexual exploitation, abuse and harassment (PSEAH) and program risk management.
- Promote gender equality, disability equity and social inclusion (GEDSI) across all scholar and alumni engagement initiatives.
- Identify, mitigate and escalate any risks related to scholars and alumni engagement delivery promptly.

Selection Criteria

Qualifications and Experience

- A bachelor's degree in international development, human resources, education, public relations, or a related field. A postgraduate qualification is desirable.
- At least 3–5 years of relevant experience in alumni relations, stakeholder engagement, program coordination, or related roles, preferably within international development, education, or regional cooperation contexts.
- Proven ability to engage and collaborate effectively with diverse stakeholders, including adult learners, alumni, government agencies, academic institutions, and regional organisations.
- Experience working in or with the Mekong region or Southeast Asia is highly desirable
- Demonstrate awareness and value of mainstreaming Monitoring, Evaluation and Learning (MEL), GEDSI and risk management in development programming.
- An in-depth understanding of DFAT priorities and regional foreign policy is an advantage.

Knowledge and Skills

- Demonstrated ability to engage effectively with diverse stakeholders, including alumni, government officials, and partner organisations.
- Strong organisational and project management skills, including event coordination, scheduling, and budget tracking.
- Strong writing, editing and content development skills, including social media and communication for development.
- Analytical and problem-solving abilities to monitor program performance, assess risks, and identify opportunities for improvement
- Familiarity with DFAT scholarships and alumni programs, or similar programs delivered by bilateral or multilateral donors, is strongly preferred.
- Ability to work collaboratively within a multidisciplinary team and across cultures.

- Understanding monitoring and evaluation concepts, particularly as they apply to engagement and learning activities.
- Proficient in Microsoft Office and digital platforms (e.g. Eventbrite, Smartygrants, Mailchimp, social media tools, CRM databases).

Personal Attributes

- Proactive and self-motivated, with a strong sense of initiative and the ability to work independently.
- Highly organised and detail-oriented, capable of managing multiple tasks and deadlines efficiently.
- Demonstrate cultural competency and sensitivity when working in cross-cultural settings.
- Demonstrate strong organisational skills and ability to meet deadlines under pressure.
- Collaborative and constructive team player who contributes to a positive workplace environment.
- Commitment to gender equality, disability and social inclusion,
- Commitment to risk management, child protection, and PSEAH safeguarding standards.
- Uphold ethical conduct, integrity, and accountability consistent with DFAT and Tetra Tech values.
- Adapt to changing priorities with resilience and professionalism, including the willingness to travel within the Mekong subregion as required.
- Strong communication skills in Mekong language (Thai, Vietnamese, Cambodian, Burmese and Lao), is desirable, and English (verbal and writing).

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.