

Position Description

Administrative and Operations Officer



Role	Administration and Operations Officer
Project	Vanuatu Australia Education Support Program (VAESP II)
Supervisor	Operations Manager
Duration of Assignment	Commencement as soon as possible through to 20 December 2026.
Work Arrangements	Part-time or full-time (negotiable, depending on candidate availability and program requirements)
Location	Port Vila, Vanuatu
Working relationships	This role is accountable to the Operations Manager and works closely with the Operations Team and other VAESP and Australia Awards Vanuatu team members.
Incumbent	New Position (Fixed Term until 20 December 2026)

Our Values



Strive for achievement



Be open and transparent



Listen to and respect people



Pursue curiosity and have a passion for learning



Deliver solutions that make a difference



Embrace diversity and collaboration

Program Overview

The Vanuatu Australia Education Support Program Phase II (VAESP II) is funded by the Australian Government's aid program and implemented by Tetra Tech International Development in cooperation with the Government of Vanuatu. The program includes two components:

- (a) Targeted support to MoET to implement the Vanuatu Education and Training Sector Strategy (VETSS); and
- (b) Provision of the Australia Awards Vanuatu (AAV) Scholarships and professional development and networking opportunities for alumni.

As VAESP approaches completion in December 2026, additional support is required to assist with administration, logistics, procurement, asset management and program close-out activities. The Administration and Operations Officer will play a key role in supporting the orderly closure of program operations and contractual commitments.

Purpose of the Role

The Administration and Operations Officer will support the operations team to deliver efficient procurement, finance, logistics, asset management and program close-out activities. The role will contribute to effective record management and the successful closure of program operations ahead of program completion in December 2026.

Key Responsibilities

Program Transition and Close-Out

- Support implementation of the VAESP transition and close-out plan.
- Coordinate records archiving, document management and knowledge transfer activities.
- Support contract, asset and financial close-out activities.
- Maintain accurate records and documentation to support audits, reviews and final reporting requirements.

Administration and Logistics

- Provide administrative and logistical support to VAESP and Australia Awards Vanuatu activities.
- Support and coordinate travel bookings, meetings, workshops and other program logistics.
- Maintain organised electronic and hard-copy records.
- Provide back-up support to the Office Manager and Activity Support Officers, as required.
- Undertake other administrative and operational support tasks as directed by the Operations Manager.

Finance and Procurement Support

- Review cash advance acquittals and supporting documentation.
- Maintain procurement, contract and financial records.
- Support procurement activities and contract administration.
- Assist with supplier and subcontractor close-out processes.

Asset Management

- Maintain and update the program asset register.
- Coordinate asset verification activities and maintain supporting documentation.
- Support asset transfers, disposals and handover processes.
- Prepare asset reports and close-out documentation as required.

Selection Criteria

Essential Experience and Skills

- Demonstrated experience in administration, operations support, logistics or office coordination, preferably in a project, corporate or donor-funded environment.
- Experience maintaining records, registers and administrative documentation.
- Strong organisational skills with the ability to manage competing priorities and meet deadlines.
- Strong attention to detail and ability to produce accurate work.
- Sound computer skills, including Microsoft Word, Excel and Outlook.
- Strong written and verbal communication skills.
- Ability to work independently and collaboratively as part of a team.
- Fluency in Bislama and good written and spoken English.

Desirable

- Experience working on a donor-funded program or project environment.
- Experience supporting finance, procurement or asset management processes.
- Experience supporting program transition or close-out activities.
- Knowledge of Microsoft Planner or similar task management systems.

Selection Criteria

Qualifications

- Qualification in Business Administration, Finance, Accounting or a related field; or
- An equivalent combination of qualifications and relevant professional experience.

Core Competencies

- Integrity and accountability.
 - Initiative and problem-solving skills.
 - Good judgement and reliability.
 - Ability to build positive working relationships.
 - Commitment to safeguarding and ethical conduct.
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Child Protection

Tetra Tech International Development 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 is committed to promoting gender equality, disability equity and social inclusion across all aspects of its work. We encourage applications from women, people with disabilities and individuals from diverse backgrounds. This position will contribute to a workplace culture that is respectful, inclusive and free from discrimination.

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.

Tetra Tech International Development has a 40 year history in successfully delivering international development projects on behalf of donors right around the world, including Australia's Department of Foreign Affairs and Trade, USAID and the UK's Department for International Development (now known as the Foreign and Commonwealth Development Office). Our people work side by side with local partners to support stability, economic growth and good governance, positively changing people's lives.