

Position Description

Administration Officer

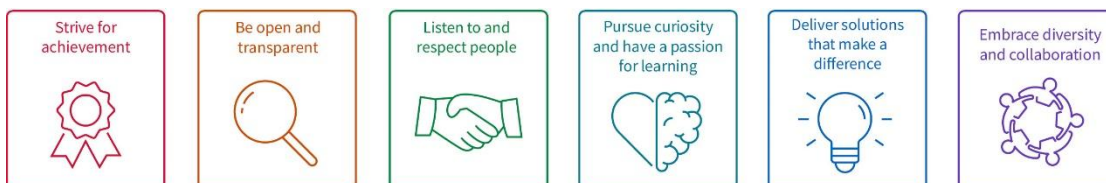


Position Title	Administration Officer
Work Area	Nauru Education Program
Supervisor	Team Leader
Location	Nauru

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.

Our Values



The Program

The Nauru Education Program (NEP) is administered by the Australian Department of Foreign Affairs and Trade (DFAT). The NEP aims to strengthen Nauru education sector performance and Australia's Pacific relationships, driving shared prosperity and progress. The NEP has a focus on stronger literacy and numeracy outcomes; more equitable and relevant education pathways; and more inclusive, evidence-based, and efficient government systems.

The Nauru Education Program is tailored to the local cultural context and government priorities, through Nauru's Department of Education (DoE) and other stakeholders, including teachers, school and community leaders and parents. Delivery will employ unique approaches to effectively address local challenges within a resource constrained environment.

Purpose and Objectives

The Administration Officer will provide support to the NEP Team Leader and team members to implement the Nauru Education Program, in partnership with the Department of Education and Training (DoET). The Administration Officer will provide support for the effective delivery of the program, according to work plans,

budgets and overarching project goals. To achieve this, the Administration Officer will maintain professional working relationships with all NEP team members, technical advisers and partner DoET staff.

Key Responsibilities

- Provide general administrative support as required to support the NEP program.
- Coordinate the general building, facility, and utilities management for the office and residence.
- Support the coordination and logistics of program events, functions and workshops.
- Support the purchasing and procurement of goods and services according to program requirements.
- Ensure compliance with DFAT's standards for development programs, in particular, child protection and fraud, and policy commitments in gender equality, disability and social inclusion (GEDSI).
- Support the maintenance of the program's records and file management system.
- Support the maintenance of program resources and assets, including updating of the asset register.

Selection Criteria

Qualifications

- Relevant experience in business administration, or similar.

Experience

- Experience in office administration, or ability to quickly develop core skills.
- Experience engaging with diverse stakeholders.

Knowledge and Skills

- Proficiency with Office 365 and online communication platforms.
- Excellent written and verbal communication skills. Numeracy skills are highly valued.

Personal Attributes

- Punctuality, timeliness, ability to self-managed attendance as per agreed work hours.
- Neat and tidy presentation appropriate to an international corporate office.

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.