

Position Description

Scholarships and Alumni Enrichment Officer



Position Title	Scholarships and Alumni Enrichment Officer
Work Area	Australia Awards Philippines (AAP)
Supervisor	Scholarships and Alumni Engagement Manager
Incumbent	N/A

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.

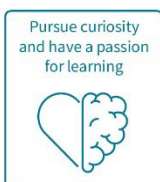
Tetra Tech International Development is part of global consulting firm Tetra Tech. The International Development team implements and manages projects designed to strengthen social and economic infrastructure and improve the lives of people in the Asia Pacific region.

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 Philippines to progress its development goals and have positive relationships with Australia that advance mutual interests through a mix of long-term scholarships,

short courses, Fellowships and other forms of training for current and emerging leaders and influencers, alongside strategic engagement with alumni

Purpose and Objectives

The Scholarships and Alumni Enrichment Officer supports the effective delivery of Australia Awards Philippines scholarship administration and alumni and on-award enrichment activities. The role coordinates participant communication, records, logistics and events across the scholarship lifecycle, and contributes to inclusive, well-documented and responsive services for applicants, awardees and alumni. Working under the direction of the Scholarships and Alumni Engagement Manager, the Officer collaborates with AAP colleagues, DFAT, education institutions, service providers and other stakeholders to deliver activities in line with approved plans, policies, budgets and quality standards.

Key Responsibilities

Key responsibilities include:

Scholarships Administration and Delivery

- Support the delivery of scholarship activities across the participant lifecycle from promotion and selection through to mobilisation, on-award support and reintegration.
- Coordinate participant communications, records, logistics and administrative processes to ensure high quality service delivery.
- Contribute to continuous improvement of scholarship processes, systems and participant experience.

Alumni and Enrichment

- Support the design and delivery of alumni engagement, professional development and enrichment activities that strengthen alumni networks and development outcomes.
- Maintain engagement with alumni and contribute to initiatives that support knowledge sharing, collaboration and ongoing connections between Australia and the Philippines.

Program Coordination and Stakeholder Engagement

- Build and maintain effective working relationships with participants, alumni, institutions, service providers and other program stakeholders.
- Contribute to the planning, coordination and delivery of events, workshops and other program activities.
- Prepare correspondence, reports, briefing inputs and other program documentation as required.

Monitoring, Learning and Communications

- Maintain accurate participant and activity records and contribute to monitoring, evaluation and learning processes.
- Support the collection of data, stories and evidence to inform reporting, communications and program improvement.

Risk, Inclusion and Compliance

- Promote gender equality, disability and social inclusion across program activities.
 - Support effective risk management and ensure activities are delivered in accordance with DFAT and Tetra Tech policies and standards.
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Selection Criteria

Qualifications

- Relevant qualification in education, international development, public administration, communications, business administration or a related field, or equivalent professional experience.

Experience, Knowledge and Skills

- Relevant experience supporting scholarship, education, alumni engagement, program delivery or related activities, preferably within an international development or cross-cultural environment.
- Strong coordination and organisational skills, with the ability to manage competing priorities and deliver quality outcomes.
- Effective written and verbal communication skills, with the ability to engage respectfully with diverse participants, partners and stakeholders.
- Demonstrated ability to maintain accurate information, prepare clear documentation and contribute to reporting and continuous improvement.
- Sound digital literacy and the ability to work effectively with business systems, databases and communication platforms.
- Understanding of, or commitment to, gender equality, disability and social inclusion, safeguarding and ethical program delivery.
- Knowledge of Australia Awards, the Australian tertiary education system or alumni engagement would be advantageous

Personal Attributes

- Collaborative, responsive and committed to contributing to a positive and inclusive team culture.
- Culturally sensitive, with the ability to build constructive and trusted relationships.
- Proactive and solutions-focused, with sound judgement and the ability to work independently.
- Ability to work flexible schedules that include evening and weekend work and potential travel throughout the Philippines.
- Adaptable and able to maintain attention to detail in a changing delivery environment. Demonstrates integrity, discretion and a commitment to quality outcomes.

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 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.