

Position Description

Team Leader/Senior Project Manager - Pacific Infrastructure



Position Title	Team Leader / Senior Project Manager
Work Area	Markets, Clients and Strategy – Infrastructure
Supervisor	Director Infrastructure / Contractor Representative
Location	Timor Leste and various Pacific countries

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.

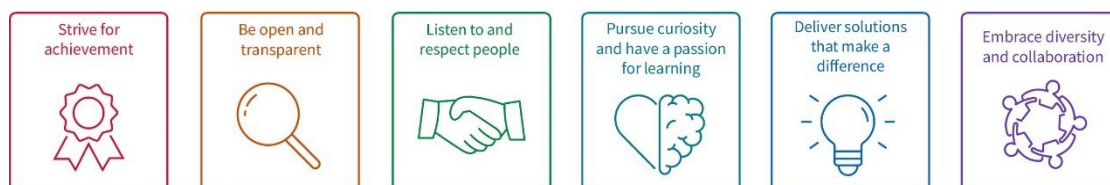
Tetra Tech International Development is part of global consulting firm Tetra Tech. The International Development team implements and manages projects designed to strengthen social and economic infrastructure and improve the lives of people in the Asia Pacific region.

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.



Position Overview

Tetra Tech International Development is seeking expressions of interest from experienced Team Leaders and Senior Project Managers to support infrastructure programs and projects across Timor Leste and the Pacific.

These roles will suit experienced infrastructure professionals with a strong record of leading complex projects, managing multidisciplinary teams and working collaboratively with government authorities, development partners, contractors, consultants and local communities.

Relevant sector experience may include:

- Buildings and social infrastructure
- Power and energy infrastructure
- Water and wastewater infrastructure
- Communications and data infrastructure
- Related civil infrastructure and public assets

Candidates with Timor Leste and Pacific island experience are strongly encouraged to apply. Experience working on Australian Department of Foreign Affairs and Trade (DFAT), New Zealand Ministry of Foreign Affairs and Trade (MFAT) or other donor-funded programs will be highly regarded. Experience working directly with government, government agencies, utilities or other public authorities is also desirable.

Assignments may vary in scope, duration, location and technical focus. Successful candidates may be considered for Team Leader, Senior Project Manager, Infrastructure Program Manager or related senior infrastructure delivery roles.

Purpose and Objectives

The Team Leader / Senior Project Manager will provide strategic, technical and operational leadership for the successful delivery of infrastructure projects and programs in Timor Leste and the Pacific.

The role will be responsible for ensuring that project activities are planned, coordinated and delivered to a high standard, on time, within budget and in accordance with contractual, donor and client requirements. The roles will also support effective relationships with government counterparts and other stakeholders, while promoting local ownership, capacity strengthening, value for money and sustainable development outcomes.

Depending on the assignment, the roles may be responsible for leading the full project lifecycle, including inception, planning, design, procurement, construction, commissioning, operations, maintenance and close-out.

The roles may also coordinate inputs from technical advisers and corporate specialists in areas such as monitoring, evaluation and learning, gender equality, disability and social inclusion, safeguards, climate change, procurement, finance, communications and risk management.

The Team Leader / Senior Project Manager will also be responsible for contributing to the overall success, team culture, and performance, including compliance with Tetra Tech and donor and client policies and procedures, managing program risks, and maximising value for money in all aspects of program delivery.

Key Responsibilities

Key responsibilities include:

Strategic Leadership and Stakeholder Engagement

- Provide overall leadership, direction and coordination for assigned infrastructure projects or programs.
- Establish and maintain trusted relationships with government authorities, clients, donors, delivery partners and other stakeholders.
- Support effective project governance, planning and decision-making.
- Ensure project plans, budgets, reports and deliverables align with contractual obligations, client priorities and donor requirements.

Key Responsibilities

- Provide timely, evidence-informed advice and promote local ownership, capacity strengthening and sustainable development.
- Identify and manage emerging opportunities, issues and risks, escalating matters where appropriate.
- Represent Tetra Tech professionally and uphold its values in all interactions.

Technical Delivery

- Lead the planning, day-to-day implementation and monitoring of infrastructure activities across relevant sectors, including buildings, power, water and wastewater, communications and data infrastructure.
- Oversee project delivery, as relevant to the assignment, from inception through design, procurement, construction, commissioning and handover.
- Review technical designs, specifications, cost estimates, implementation methodologies and construction documentation.
- Ensure infrastructure solutions are technically sound, practical, climate-resilient, cost-effective and appropriate to the local context.
- Coordinate inputs from technical advisers, consultants, contractors and other delivery partners, ensuring advice is integrated into project planning and implementation.
- Monitor progress against agreed scope, schedule, budget, quality and performance requirements, and support the resolution of technical, contractual, operational and stakeholder issues.
- Promote knowledge transfer, mentoring and practical capacity strengthening for government counterparts and local partners.
- Support the preparation of technical briefs, progress reports, presentations, briefing notes and other client deliverables.

Procurement, Contract and Financial Management

- Support the development and implementation of procurement strategies and processes in accordance with relevant donor requirements, organisational policies and applicable legislation.
- Oversee the engagement and performance of contractors, consultants, suppliers and other service providers.
- Support the management of variations, claims, delays, quality issues and other contractual matters.
- Work with project operations and finance personnel to support forecasting, budget control and sound financial management.
- Promote value for money, transparency, probity and ethical conduct.
- Ensure project records, approvals, contracts and supporting documentation are maintained appropriately.

Team Leadership and Organisational Performance

- Lead and support high-performing, multidisciplinary and multicultural teams working across different locations.
- Foster a positive, inclusive and collaborative team culture based on accountability, respect and continuous improvement.
- Provide direction, coaching and support to team members, and contribute to workforce planning, recruitment, onboarding and performance management.
- Support professional development and knowledge sharing.
- Model respectful and culturally appropriate ways of working in Timor Leste and Pacific island contexts.

Monitoring, Evaluation, Learning and Reporting

- Support the implementation of project monitoring, evaluation and learning processes.
- Monitor and document project performance, results, risks, lessons and emerging issues.
- Lead or contribute to high-quality progress, financial, technical and completion reports.
- Use evidence and stakeholder feedback to support adaptive management and continuous improvement.

Key Responsibilities

- Communicate project achievements, challenges and lessons clearly to clients, donors, government counterparts and other stakeholders.

Inclusion, Safeguards, Risk and Compliance

- Apply Tetra Tech, client and donor requirements relating to risk management, safeguards, child protection, prevention of sexual exploitation, abuse and harassment, fraud prevention and work health and safety.
- Identify, assess, monitor and manage project risks throughout the project lifecycle.
- Integrate gender equality, disability and social inclusion, climate change adaptation, disaster resilience and environmental sustainability into project planning and delivery.
- Ensure infrastructure activities comply with relevant environmental, social, health, safety and quality requirements.
- Support effective engagement with Indigenous, local and community stakeholders, as relevant to the assignment.
- Escalate operational, contractual, safeguarding, financial or reputational risks in a timely manner.

Selection Criteria

Required Qualifications and Experience

- A tertiary qualification in engineering, architecture, construction, energy, project management, or another relevant discipline.
- Minimum 15 years relevant experience, including at least 7 years in infrastructure delivery or project management.
- Timor Leste or Pacific island experience, including a strong understanding of Timor Leste or Pacific cultures, government systems, institutional contexts and ways of working.
- Experience working on DFAT, MFAT or other donor-funded infrastructure programs.

Knowledge, Skills and Experience

- Experience in one or more of the following sectors:
 - Buildings and social infrastructure
 - Power and energy
 - Water and wastewater
 - Communications and data
 - Civil infrastructure and public asset management
- Relevant professional registration, chartered status or postgraduate qualification desirable.
- Experience in fragile, remote or capacity-constrained operating environments.
- Experience with climate-resilient infrastructure, disaster risk reduction or renewable energy.
- Experience integrating GEDSI, safeguards, climate change and local capacity strengthening into infrastructure delivery.
- Experience managing construction contractors, consultants and defects liability or maintenance periods.
- Demonstrated leadership of multi-disciplinary and multi-cultural teams (in-person and remotely).
- Experience with the implementation of corporate policies such as prevention of sexual harassment exploitation and abuse, fraud and corruption, and child protection.
- Extensive experience establishing, maintaining, and modelling a positive and open work culture that supports individuals, strengthens team dynamics, and builds accountability.
- Extensive experience in planning, management, and implementation of infrastructure activities in a development environment.

Key Responsibilities

- Demonstrated experience preparing high quality, analytical reports for clients.
- Effective interpersonal skills that influence and build trust.
- Demonstrated understanding of the political economy and government systems in the Pacific region.

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.