

Position Description

MEL-MIS Officer



Position Title	Monitoring, Evaluation and Learning (MEL) - Management Information Systems (MIS) Officer
Work Area	Aus4Skills
Supervisor	MEL Manager
Incumbent	Vacant

Tetra Tech International Development

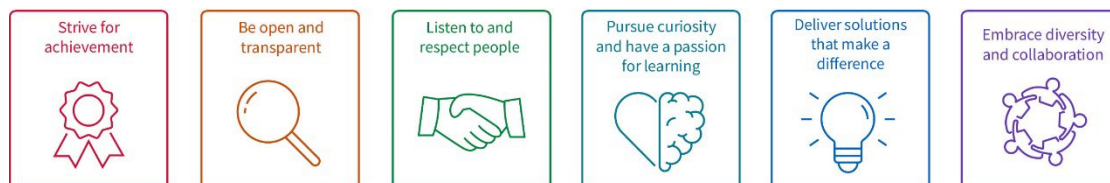
Tetra Tech has a 40-year history in successfully delivering international development projects on behalf of donors right around the world. Our people work side by side with local partners to support stability, economic growth and good governance, positively changing people's lives.

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 Aus4Skills

Aus4Skills Phase 3 is a ten-year program funded by the Australian Department of Foreign Affairs and Trade (DFAT) which works in partnership with Government of Vietnam (GoV) to strengthen Vietnam-Australia relationships by supporting Vietnam's human resources development ambitions and priorities. Building on previous phases, Aus4Skills Phase 3 aims to enable Vietnam to realise its human resource development goals in agreed sectors, promoting a stable, secure and prosperous Vietnam. This goal aligns with Vietnam's national development strategies and the Australian Government's objectives to foster meaningful partnerships that deliver mutual benefits. The program targets fundamental human resource development needs in vocational skills development, public sector leadership capacity, and inclusive participation of women, ethnic minorities,

and people with disabilities, while also deepening Vietnamese and Australian people- to-people connections and institutional links between the two countries.

Aus4Skills Phase 3 seeks to achieve the following three End-of-Program Outcomes:

- Australia Awards' alumni leverage their skills, knowledge and networks to contribute to bilateral development priorities and stronger relations between Australia and Vietnam
- Vietnam and Australia have a strengthened strategic partnership for public sector governance that fosters increased leadership capability and networks, advances women in leadership, and promotes inclusive green growth and institutional innovation
- Vietnam strengthens delivery of inclusive, climate-adaptive, industry-informed vocational education and training (VET) in key sectors, ensuring that workforce development meets industry demands and promotes social equity.

Aus4Skills Phase 3 will leverage and deepen established partnerships with key Vietnamese Party agencies and Government Ministries to achieve the above End-of-Program outcomes through the following three components:

- (i) Higher Education - support through scholarships, alumni and targeted activities overseen by the Ministry of Education and Training (MOET)
- (ii) Vietnam Australia Centre (VAC) –support delivered in partnership with the Ho Chi Minh National Academy of Politics (HCMA), in collaboration with the Australian Embassy (Hanoi), the Office of the Government (OOG) and the Ministry of Foreign Affairs (MOFA)
- (iii) Vocational Education and Training (VET) - support overseen by the Directorate of Vocational and Continuing Education and Training (DVCET), MOET.

Strengthening Gender Equality Disability and Social Inclusion (GEDSI), localisation and climate change integration, while also enhancing support mechanisms for disadvantaged students participating in Australia Awards, are cross-cutting priorities of the program.

Position Summary

The MEL-MIS Officer will support delivery of the annual MEL plan, including data collection, analysis and reporting to ensure quality monitoring and evaluation results for the Program.

The MEL-MIS Officer will support the MEL team to achieve reliable and valid data sets and reporting in accordance with the MEL Strategy and Framework. The position will play a critical support role to the MEL Manager to enforce data standards, policies, and procedures to ensure the accuracy, consistency, and reliability of all data within the MIS. The MEL-MIS Officer also support MEL team to plan and implement MEL activities which are outlined in the MEL Strategy and Framework and the Program's Annual Plans, ensuring alignment with organisational objectives with support and guidance from MEL Manager.

Key Responsibilities

Monitoring & Evaluation Systems and Database Management

- Contribute to achieving reliable and valid data sets and reporting in accordance with the MEL Strategy and Framework, with data sets including but not limited to, the program's Alumni Development Impact Surveys (ADIS), participant and partner surveys/focus groups, impact studies, and periodic evaluations.

Key Responsibilities

- Lead the design, development, maintenance and continuous improvement of interactive Power BI dashboards and data visualisation to provide real-time data insights to support internal decision-making, performance monitoring and DFAT reporting.
- Support secure development, monitoring and efficient maintenance of program databases, ensuring data assurance, consistency and optimal system performance to support organisational decision-making.
- Provide support for and input data as appropriate to databases (participants database, ADIS, and others) in collaboration with Lead ICT/Systems, and MEL coordinators, ensuring accuracy and consistency of all data entered.
- Liaise with component teams and Lead ICT/System to administrate the Indicator Tracking Tables and ensure program indicator results are up to date and consistently presented across program documents/reports.

Data Collection, Data Quality, Analysis and Reporting

- Coordinate and contribute to ADIS surveys and reporting specified in Components' MEL Framework, including supporting subcontracted organisations involved in data collection and report writing.
- Support implementation of periodic surveys and impact studies, including interviews, surveys, group methods (e.g., focus groups) and other methods.
- Support development of learning briefs, data analysis reports that highlight implications, options and recommended actions for DFAT and partners.
- Support to consolidate, analyse and provide high-quality evidence for program reporting (six-monthly, annual, evaluations, performance assessments).

Learning & Knowledge Management

- Support implementation of reflection processes (e.g., program reviews, learning workshops, pause-and-reflect sessions) to enable adaptive management and evidence-informed decision-making.
- Provide MEL support and guidance to the component team, contribute to the preparation of MEL and other reports and communication materials.
- Support the documentation and storage of program documents and reports.

Cross-Cutting Themes, Safeguards Integration and Others

- Support integration of gender equality, disability inclusion, localisation, climate adaptation, and other cross cutting themes into MEL practices.
- Ensure compliance with DFAT policies on child protection, preventing sexual exploitation and abuse, privacy, fraud, and other safeguards.
- Provide MEL-MIS support to Aus4Skills team members, contribute to the preparation of MEL and other reports and communication material.

Perform any other duties as directed by the Manager MEL or other senior leaders of Aus4Skills.

Selection Criteria

Education

- Tertiary qualifications in an appropriate field of study such as Management Information Systems (MIS), Information Technology, monitoring and evaluation, gender studies, social sciences, or other development-related fields.

Experience, Knowledge and Skills

Selection Criteria

- Preferably at least 2 years of relevant experience in areas such as monitoring, evaluation, statistics, or data management, ideally within multilateral or bilateral development projects; experience in human resource development or education management is highly desirable.
- Demonstrated experience in designing, developing, maintaining and improving databases and MIS systems, including data collection, data entry, validation and analysis.
- Practical knowledge of database administration, including advanced knowledge of Power BI, MS Access, MS Excel.
- Strong interpersonal and communication skills for building and maintaining relationships, reporting data, conveying messages clearly, and identifying and managing issues, with excellent oral and written proficiency in both Vietnamese and English.
- Working knowledge of MEL frameworks, along with the ability to translate indicators into robust database designs, is considered an advantage.

Personal Skills & Abilities

- Work collaboratively as part of a team and actively contribute to a positive, inclusive, and supportive workplace culture.
- Excellent organisational skills and an ability to prioritise and complete activities simultaneously.
- Ability to work independently and to problem-solve, and adaptable to changing priorities.
- Great attention to detail with 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.

Protection from 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.