TETRA TECH
International Development

Position Description

Communications Lead – PNG Ports Infrastructure Investment Program

Expertise	
Project	The Australian Infrastructure Financing Facility for the Pacific (AIFFP)
Accountable to	AIFFP Investment Lead – PNG Ports Infrastructure Investment Program (PIIP) AIFFP Support Unit - Operations Manager
Duration of Assignment	Full time until 30 June 2027
Location	Australia or Pacific (PNG or Fiji) based with frequent travel to PNG required

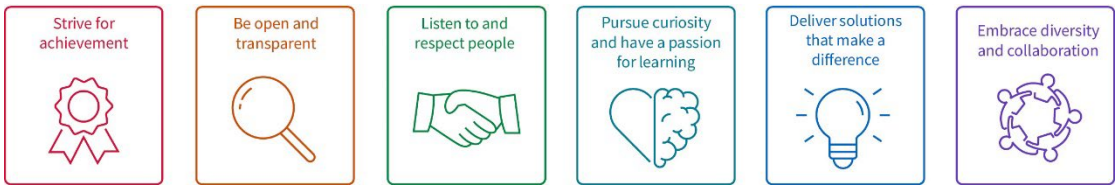
Tetra Tech International Development

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 the Australian Infrastructure Financing Facility for the Pacific (AIFFP) SU

The Australian Infrastructure Financing Facility for the Pacific (AIFFP) is the Australian Government's specialist infrastructure financing program within the Department of Foreign Affairs and Trade. We are an AUD4.55 billion facility investing in transformational infrastructure across a range of sectors in the Pacific and Timor-Leste, including maritime, airports, energy, telecommunications, road transport and urban infrastructure. Export Finance Australia acts as the lender of record. The AIFFP provides financing to deliver quality infrastructure with a focus on strong social and environmental safeguards, generating local jobs and responding to the priorities of diverse communities. The AIFFP builds on Australia's longstanding partnerships with the Pacific and its experience delivering quality aid programming that supports sustained development outcomes for communities. The AIFFP began operating on 1 July 2019 and has 57 signed infrastructure projects across the Pacific and Timor-Leste.

The AIFFP is managed by the Department of Foreign Affairs and Trade, with support from Tetra Tech (the Support Unit). The AIFFP Support Unit provides advice and services to support the delivery of the AIFFP and its objectives.

Purpose and Objectives

Australia, through the AIFFP, has provided the Government of Papua New Guinea (PNG) with a AUD 621 million loan and grant package to rehabilitate and upgrade critical port infrastructure at Kimbe, Lae Tidal Basin, Daru, Oro Bay and Kavieng.

The PNG Ports Infrastructure Investment Program (PIIP) aims to strengthen maritime connectivity, improve climate resilience, facilitate trade and economic growth, and enhance access to essential services for communities across PNG.

The Communications Lead will enhance the visibility and profile of Australia and the AIFFP through proactive, multi-media communication campaigns that highlight AIFFP impact, achievements and contribution to the delivery of PIIP activities and events. The Communications Lead will proactively identify communication opportunities and develop and deliver high-quality content that strengthen Australia's visibility and engagement in the Pacific infrastructure sector, with a particular focus on the AIFFP supported PNG Ports investments.

Key Responsibilities

Key responsibilities include:

1. Develop Communications Strategy

- develop an overarching Communications Strategy for PNG Ports Infrastructure Investment Program (PIIP) that provides a framework for individual communication plans for each identified port and project event.
- Develop, coordinate and prepare high-quality communications materials to support the events and promote the PIIP.

2. Public Diplomacy, Advocacy

- Proactively identify opportunities and write content to promote the AIFFP PIIP, in relevant newspapers, websites and web-news, blogs, op-eds, radio, social media and other channels, prioritising in-country communications opportunities alongside Posts and project partners.
- Determine the need and produce promotional material for each identified port including fact sheets, brochures, promotional videos etc.
- Support announcements domestically and in the region, (signing ceremonies, events, opening ceremonies, hand-over events etc), this will include drafting media release, social media, speeches, promotional video scripts, etc.

3. Communications Coordination, Implementation, Advice and Knowledge Management

- Implement the communications strategy and workplan for PIIP including updates as required, in coordination with the AIFFP communications team.
- Develop and deliver media and communications plans for each identified Port and event.
- Ensure the AIFFP's branding approach, including visibility and recognition guidelines (which include on-site branding), and materials, stays relevant and maximises Australia's recognition and influence.
- Work with the AIFFP to support the needs of Australian diplomatic missions in promoting the AIFFP PIIP Investment.
- Work closely with relevant communications contacts within PNG Ports Corporation, DFAT and other stakeholders to ensure consistency of messaging.

4. Capacity Building

- Provide mentoring, coaching and targeted upskilling to local partners, including PNG Ports Corporation communications staff, to strengthen communications capability and enable sustainable, locally led delivery.

Selection Criteria

Qualifications

Relevant tertiary qualifications or equivalent work experience in Journalism, Public Relations, Communications, Marketing, International Development, or related discipline.

Experience

- At least 5 years or more experience in a similar role at a senior level preferable within international development.
- Experience in developing and implementing communications plans and strategies, and in the development and management of communications products and digital and social media channels.
- Experience working within Pacific and Timor-Leste contexts.
- Experience working flexibly in a cross-cultural, multi-lingual environment.
- Exceptional interpersonal skills, with a demonstrated ability to build relationships with a range of stakeholders.
- Experience integrating gender, disability, and socially inclusive content in communications for development strategies, plans and materials/products, including in the development of accessible website

Knowledge

- Highly developed, proven written communication skills with demonstrated experience providing accurate, high-quality public diplomacy material.
- Deep understanding of contemporary environmental and social policy and safeguards.

Personal Attributes

- Ability to work under pressure, to meet tight timeframes, manage competing priorities and respond quickly, whilst being flexible to change.
- Ability to proactively build and maintain relationships with internal and external stakeholders to enable consultation, development and socialisation of the AIFFP's objectives and successes.
- Demonstrated ability to manage a large volume of work with a high level of autonomy, using initiative under broad direction.

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. All staff are expected to adhere to our Child Protection Policy and Code of Conduct, which includes reporting any concerns or suspicions of harm.

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 (PSEAH)

Tetra Tech International Development is committed to respectful workplaces and does not tolerate sexual exploitation, abuse or harassment of any kind. All staff are expected to adhere to our PSEAH Policy and Code of Conduct, which includes reporting any concerns or suspicions of harm.

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.