

Position Description

Senior Project Manager - Joint Program Management Office



Expertise	
Position	Senior Project Manager (SPM) - Joint Program Management Office, AIFFP Support Unit
Project	The Australian Infrastructure Financing Facility for the Pacific (AIFFP)
Accountable to:	Director - Joint Program Management Office, AIFFP Support Unit
Duration of Assignment	To 30 June 2027 (with probation period of 3-months) – possible extension subject to contracting arrangements.
Location	Port Moresby, Papua New Guinea (with travel within PNG)

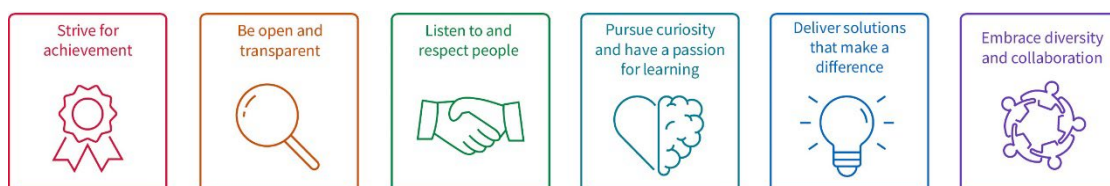
Tetra Tech International Development

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 AUD 4.55 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.

The Australian Infrastructure Financing Facility for the Pacific (AIFFP) and PNG Power Limited (PPL) have agreed to establish a Joint Project Management Office (JPMO) to implement AIFFP energy sector projects, run by an AIFFP-appointed Project Management Office (PMO) Consultant. The JPMO was initially set up to manage the procurement and implementation of the Laitim Hauslain Project, with the JPMO expanding as new Projects are agreed. This arrangement is critical to maintaining continuity and ensuring successful acceleration of the portfolio of energy projects.

Purpose and Objectives

The primary role of the SPM will be the coordination, planning and implementation for all activities required to drive the PNG Electrification Project (PNG EP) and the Alternative Generation Project. The SPM will also be required to work with other members of the JPMO for the procurement and implementation of all AIFFP energy sector projects managed by the JPMO, ensuring alignment with the program's strategic objectives. The SPM will manage activity timelines and budgets, ensure compliance with donor requirements, and provide leadership to the JPMO to ensure the achievement of desired outcomes. The SPM will strengthen the JPMO project management capability through on-job mentoring and knowledge transfer.

The role requires interaction with a range of internal and external stakeholders including PNG Power Ltd (PPL), AIFFP, consultants and contractors.

Key Responsibilities

The SPM will:

- Oversee and manage the implementation of project activities, mainly PNG EP and Alternative Generation Project in alignment with AIFFP objectives.
- Coordinate with the JPMO Director, project teams, subcontractors, and stakeholders to ensure effective project planning, execution, and delivery.
- Identify and mitigate project risks, ensuring that activities are completed on time, within scope, and budget.
- Cultivate and maintain positive relationships with program stakeholders, including external and internal clients, consultants, and contractors.
- Lead decision-making processes to proactively address and resolve client management issues.
- Guarantee that all deliverables and reports required for the AIFFP SU, JPMO and PPL purposes are of high quality, accurate, and delivered on time.
- Drive procurement activities for PNG EP and Alternative Generation, working closely with the JPMO procurement specialists and PPL.
- Assist PPL with the negotiation of contracts, fee rates, and agreements with consultants and contractors.
- Ensure accurate recording and reporting of program costs, forecasting, and disbursements.
- Ensure adherence to organisational priorities, policies, and compliance standards.
- Provide on-the-job mentoring of the JPMO team in project management.

Selection Criteria

Qualifications

- Tertiary qualification in engineering, construction, project management, or another relevant infrastructure-related discipline.

Experience, Knowledge and Skills

- At least 8 years' experience in managing large scale energy projects at a senior level, preferably within international development;
- Proven experience in managing energy projects with technical, environmental, or infrastructure-based components;
- Proven experience in managing projects during the preparation and early implementation stages;
- Familiarity with the technical requirements for hydro power stations;
- Excellent project management skills working with multi-disciplinary teams, including planning, financial, implementation and risk management.
- Strong verbal and written communication skills in English.
- Experience working in the Pacific and specifically in Papua New Guinea is desirable.

Personal Attributes

- Builds confidence and trust within teams and stakeholders.
- Strong initiative and proactive in their approach.
- Strong communication skills including written and oral
- Takes pride in delivery of high-quality work
- Ability to prioritise tasks, manage multiple projects simultaneously, and meet deadlines.
- Willingness to take on a variety of tasks that may require personal time management, re-prioritisation, and reallocation of task focus.

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.