

Position Description

Senior Coordinator Scholarships



Position Title	Senior Coordinator Scholarships
Work Area	Australia Awards Philippines
Supervisor	Click or tap here to enter text.
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.

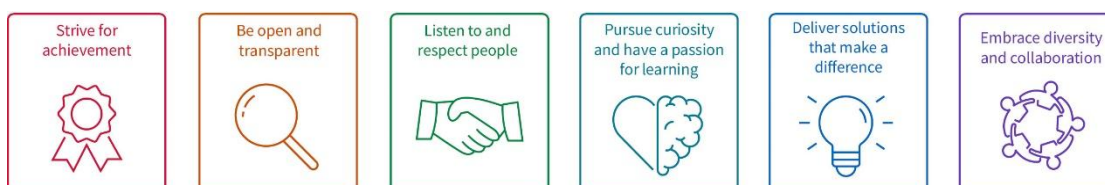
Tetra Tech International Development is part of global consulting firm Tetra Tech. The International Development team implements and manages projects designed to strengthen social and economic infrastructure and improve the lives of people in the Asia Pacific region.

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 Program

The Australia Awards Philippines (AAP) supports the selection, mobilisation and reintegration of Filipino Australia Award recipients. The investment also supports short courses, fellowships and learning visits, and facilitates ongoing engagement between Australia and Australian-educated Filipino alumni. AAP strengthens bilateral cooperation by fostering people-to-people and institutional links between Australia and the Philippines.

AAP provides access to prestigious long and short-term study and training opportunities both in Australian and in the Philippines consistent with AAP's objectives. AAP program core components are:

- Australia Awards Scholarships;
- Australia Awards Short Courses; and
- Australia Awards Enabling and Capacity Building Activities (including On-Award Enrichment, Alumni Engagement and other targeted initiatives that align with Philippines development priorities).

Strengthening Gender Equality, Disability and Social Inclusion (GEDSI), localisation and climate change considerations, are cross-cutting priorities of the program.

Purpose and Objectives

The Senior Coordinator – Scholarships is responsible for the effective coordination and day-to-day management of both long-term and short-term scholarship processes across the Australia Awards lifecycle, including promotion, application management, assessment support, selection logistics, placement, pre-departure, mobilisation, on-award administration, and reintegration support.

The role works closely with the Scholarships and Alumni Engagement Manager and other AAP team members to ensure scholarship activities are delivered efficiently, consistently, and in compliance with DFAT requirements, AAP procedures, and safeguarding standards. The Senior Coordinator is expected to support accurate records and tracking systems, support quality assurance and continuous improvement, and provide practical support to scholars and stakeholders. The role may also contribute to alumni engagement, short courses, fellowships, and related higher education activities during peak periods.

This is a hands-on coordination role requiring strong organisational skills, stakeholder management, initiative, and a high level of professionalism and attention to detail.

Key Responsibilities

Duties include:

- Coordinate scholarship and short-course activities across the participant lifecycle, including promotion, selection, mobilisation, participant support and reintegration.
- Coordinate scholar selection processes, including application management, assessment coordination, interview logistics, applicant communications and maintenance of accurate records.
- Manage assigned scholar cases and provide administrative and operational support to scholars, fellows and short-course participants throughout their engagement with the program.
- Coordinate stakeholder engagement with DFAT, education institutions, service providers, alumni and other program partners to support effective program delivery.
- Coordinate scholar placement, mobilisation and pre-departure activities, including liaison with institutions and service providers, participant communications and monitoring of key requirements and deadlines.
- Support the conduct of information sessions, course counselling, pre-departure, and reintegration and re-entry action plan workshops
- Support the maintenance of accurate, secure and audit-ready records, systems and databases and contribute to continuous improvement of program processes, tools and reporting.
- Monitor scholarship workflows, follow up on outstanding actions and deadlines, identify operational issues or delays, and escalate matters that may affect scholars' experience or program delivery.

Key Responsibilities

- Contribute to continuous improvement of scholarship processes, tools, templates, standard operating procedures and reporting systems to strengthen efficiency, quality and consistency.
- Support financial administration, activity expenditure monitoring and risk management processes in accordance with program and organisational requirements.
- Provide administrative support, coordination with stakeholders and partners, and ongoing research and scoping of potential leads for capacity building programs that align with Philippines development priorities.
- Support the delivery of alumni engagement, fellowships, short courses, events and related program activities.
- Promote and apply GEDSI, safeguarding, privacy and compliance requirements across all aspects of program delivery and participant support.
- Contribute to a collaborative team culture and undertake other duties reasonably required to support the achievement of program objectives.

Selection Criteria

Qualifications

- Relevant tertiary qualifications in international development, education, marketing, communication, or another relevant field or discipline

Experience

- Demonstrated experience coordinating education, international scholarship, scholars management, international development or similar programs.
- Demonstrated experience managing complex administrative or participant-focused processes involving multiple stakeholders, competing deadlines and high levels of accuracy.
- Experience in developing and coordinating events, workshops, training activities or participant engagement activities.
- Experience working within donor-funded programs, higher education environments or international development programs is desirable.

Knowledge and Skills

- Excellent written and verbal communication skills, including the ability to prepare professional correspondence, reports and briefing materials.
- Strong organisational, planning and time-management skills, with the ability to manage competing priorities and meet deadlines.
- Strong stakeholder engagement skills and the ability to build productive working relationships with people from diverse cultural and professional backgrounds.
- Demonstrated ability to exercise sound judgement, solve problems and work effectively both independently and as part of a team.
- Proficiency in Microsoft Office applications and experience using databases, information management systems and reporting tools.

Selection Criteria

- Knowledge of scholarship programs, participant management processes or the Australian higher education sector is desirable

Personal Attributes

- Professional, organised and service-oriented, with a strong commitment to quality and continuous improvement.
- Demonstrates initiative, adaptability and accountability in a fast-paced environment.
- Works collaboratively and contributes positively to an inclusive and respectful team culture.

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 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.