TETRA TECH
International Development

Position Description

Executive Director, Mekong-Australia Partnership SU



Position Title	Executive Director
Work Area	Mekong-Australia Partnership Support Unit
Supervisor	Contractor Representative
Length of contract	Full-time 2 years with the possibility of extension

Tetra Tech International Development

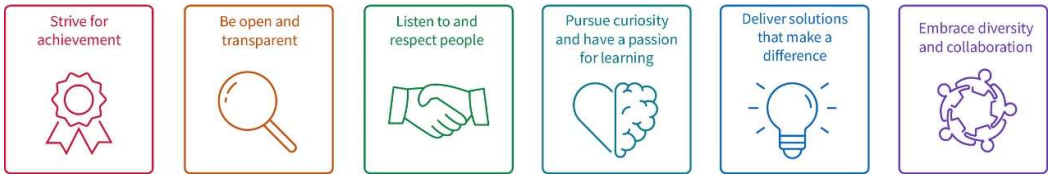
Tetra Tech has a 40-year history in successfully delivering international development projects on behalf of donors right around the world. Our people work side by side with local partners to support stability, economic growth and good governance, positively changing people's lives.

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 Mekong-Australia Partnership Support Unit

The Mekong-Australia Partnership Phase 2 Support Unit (MAP SU) provides efficient and effective support, enabling services and delivery of selected activities as directed by the Mekong Hub at the Australian Embassy in Bangkok. Its purpose is to help ensure Australia is a trusted and visible partner in supporting a resilient, inclusive and sustainable Mekong subregion. The Support Unit delivers the Leadership and Skills program and enabling services for the Transnational Crime program, while providing cross-cutting program management, monitoring, evaluation and learning, communications, GEDSI, finance, procurement, logistics and operational support.

Purpose and Objectives

The Support Unit Executive Director is accountable for the strategic, operational and people leadership of MAP SU during full implementation. Working in close partnership with, and accountable to, the Mekong Hub Contract Manager, the Executive Director ensures that MAP SU translates DFAT priorities into coordinated, high-quality delivery across its support, enabling and activity-delivery functions.

The Executive Director holds overall accountability for contract performance, annual planning, implementation oversight, financial and resource management, risk and safeguards, quality assurance, personnel performance and organisational culture. The role maintains high-level relationships across the Mekong subregion, including with DFAT Posts, Australian Government agencies, implementing partners, universities, regional institutions, local providers and managing contractors. It ensures that evidence, learning and political-economy awareness inform adaptive management and that MAP SU resources are prioritised to deliver measurable outcomes and value for money.

Key Responsibilities

Strategic Direction, Governance and Contract Performance

1. Provide strategic leadership and managerial oversight across all MAP SU functions, ensuring delivery remains aligned with the MAP Phase 2 objectives, DFAT policy settings, the contract and Mekong Hub priorities.
2. Lead the development, implementation and periodic review of annual work plans, budgets, resourcing plans and performance priorities, with clear accountabilities, sequencing and decision points.
3. Maintain effective governance and ways of working with the Mekong Hub, including regular performance, planning, risk and decision-making forums; ensure decisions and actions are documented and followed through.
4. Lead MAP SU engagement with relevant governance mechanisms, including the thematic or technical working groups, and ensure secretariat support is timely and decision-focused.
5. Oversee all contractual deliverables, reports, forecasts and management responses, ensuring they are accurate, analytical, well consulted and submitted on time.
6. Provide timely, frank and solutions-focused advice to DFAT and the Contractor Representative on delivery performance, emerging priorities, constraints, trade-offs and matters requiring escalation.
7. Ensure clear delegations, role clarity and internal decision-making arrangements across the leadership team and broader Support Unit.

Implementation, Integration and Adaptive Management

8. Direct implementation across support services, the Leadership and Skills program and enabling services for the Transnational Crime program, ensuring coherent planning and delivery across workstreams.
9. Track implementation against agreed milestones, outputs, outcomes, budgets and service standards; intervene early where delivery is off track and agree practical recovery actions.
10. Drive coherence and collaboration across MAP SU and related Australian Government investments to reduce duplication, strengthen complementarity and amplify regional outcomes.
11. Use monitoring, evaluation and learning evidence, stakeholder feedback, financial data and political-economy analysis to inform adaptive management and resource prioritisation.
12. Oversee the Technical Advisory Panel as an implementation resource, ensuring transparent mobilisation, fit-for-purpose expertise, quality assurance, utilisation monitoring and periodic adjustment to meet demand.
13. Ensure lessons, innovations and improvements are captured, communicated and incorporated into subsequent planning and delivery cycles.

Key Responsibilities

Stakeholder Engagement, Partnerships and Representation

14. Build and sustain trusted senior-level relationships with the Mekong Hub, DFAT Posts, Australian Government agencies, governments and regional institutions, delivery partners, sub-contractors, universities, local providers and other strategic stakeholders.
15. Lead systematic stakeholder identification, analysis and engagement planning to support implementation, manage expectations and resolve delivery constraints.
16. Represent MAP SU with professionalism, sound judgement and a strong understanding of Australian Government objectives and sensitivities in the Mekong context.
17. Promote clear, consistent and strategically aligned communications that strengthen the visibility of Australia's contribution and appropriately manage reputational and political risks.
18. Facilitate collaboration and consensus across stakeholders with different mandates, operating models and perspectives.

People Leadership, Organisational Culture and Performance

19. Lead and support the MAP SU leadership team to establish clear priorities, manage interdependencies and maintain a strong focus on delivery, quality and staff wellbeing.
20. Build a high-performing, inclusive and accountable organisational culture characterised by respectful communication, collaboration, learning and constructive challenge.
21. Ensure personnel performance is proactively managed through clear objectives, regular feedback, professional development, recognition and timely management of underperformance.
22. Maintain appropriate workforce planning, succession and business-continuity arrangements for critical roles and periods of peak demand.
23. Model Tetra Tech values and behaviours and create an environment in which staff can raise risks, concerns and alternative views safely and constructively.

Financial, Commercial and Resource Management

24. Hold overall accountability for sound financial management, budgeting, forecasting, expenditure control and value for money across MAP SU operations and activities.
25. Ensure procurement, contracting, grants or partner arrangements, travel and logistics are planned and managed in accordance with contractual requirements, DFAT expectations and Tetra Tech policies.
26. Prioritise corporate, technical and operational resources against approved plans and emerging needs, balancing responsiveness with affordability and delivery capacity.
27. Monitor financial and operational performance, address variances promptly and maintain reliable controls, documentation and audit readiness.

Quality, Risk, Safeguards and Compliance

28. Maintain an integrated risk-management approach covering strategic, operational, fiduciary, security, reputational, partner and delivery risks, with clear ownership, escalation and treatment actions.
29. Lead quality assurance across planning, technical inputs, implementation, monitoring and evaluation, communications and reporting.
30. Champion continuous improvement and proportionate, fit-for-purpose systems that strengthen delivery without creating unnecessary administrative burden.
31. Ensure compliance with DFAT and Tetra Tech policies and standards, including fraud control, child protection, prevention of sexual exploitation, abuse and harassment, workplace health and safety, information management and privacy.
32. Ensure high-risk activities receive appropriate due diligence, safeguarding analysis, specialist advice, monitoring and incident-management oversight.

Key Responsibilities

GEDSI, Localisation and First Nations Engagement

33. Embed gender equality, disability equity and rights, and social inclusion across governance, planning, delivery, monitoring, resourcing and reporting.
34. Advance practical localisation by strengthening local leadership, partnerships, capability and decision-making, and by using local and regional expertise wherever appropriate.
35. Promote meaningful and culturally informed First Nations and Indigenous engagement where relevant to program objectives and partnerships.
36. Ensure implementation choices are informed by do-no-harm principles, accessibility and the diverse experiences of people across the Mekong subregion.

Selection Criteria

Qualifications and Experience

1. A tertiary qualification in international development, public policy, management, social sciences or another relevant discipline is essential; a postgraduate qualification is desirable.
2. Substantial senior leadership experience managing complex, multi-country or regional development programs, government donor, preferably funded by DFAT.
3. Demonstrated experience leading implementation after mobilisation or inception, including translating strategy and annual plans into coordinated delivery, monitoring performance and adapting to changing priorities.
4. Significant experience managing multidisciplinary and cross-cultural teams, budgets, contracts, partners and technical inputs.
5. Demonstrated experience applying government or corporate requirements relating to safeguarding, fraud, risk, workplace conduct and child protection.

Knowledge and Capability

6. Demonstrated ability to provide strategic and operational leadership while maintaining strong attention to implementation discipline, quality and accountability.
7. Extensive experience establishing and sustaining a positive, open and high-performing culture that supports individuals, strengthens team dynamics and builds accountability.
8. Strong capability in annual planning, adaptive management, monitoring and evaluation, risk management, financial oversight and high-quality client reporting.
9. Demonstrated ability to establish and improve proportionate systems, policies, service standards and quality-assurance processes across a large program or organisation.
10. Strong understanding of the political economy, government systems and regional dynamics of Southeast Asia; experience in Mekong countries is highly desirable.
11. Strong understanding of aid effectiveness, localisation, GEDSI, climate and environmental considerations, and other cross-cutting development priorities in the Southeast Asian context.
12. Knowledge of public-sector service delivery, Australian Government development policy and DFAT contracting environments is highly desirable.
13. Ability to interpret financial and performance information and use it to make timely, evidence-informed decisions.

Selection Criteria

Personal Attributes

14. Exercises sound, independent judgement and remains calm and decisive when managing ambiguity, competing priorities or sensitive issues.
15. Influences and builds consensus on difficult or contested matters while balancing stakeholder expectations, contractual obligations and program outcomes.
16. Builds productive coalitions and negotiates practical, sustainable solutions across organisational and cultural boundaries.
17. Maintains an outcomes focus and a strong record of delivering high-quality results on time.
18. Communicates clearly and respectfully, demonstrates self-awareness and creates an inclusive, equitable and welcoming working environment.
19. Demonstrates integrity, discretion, resilience, curiosity and commitment to continuous learning.

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, Modern Slavery and Safeguarding

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.