TETRA TECH
International Development

Position Description

RT4D Program Delivery Lead



Position Title	Program Delivery Lead
Work Area	Regional Trade for Development (RT4D)
Supervisor	Facility Director
Duration	January 2027 – June 2028 (18 months)
Location	Cambodia, Lao PDR, Vietnam, or Indonesia[1]

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.

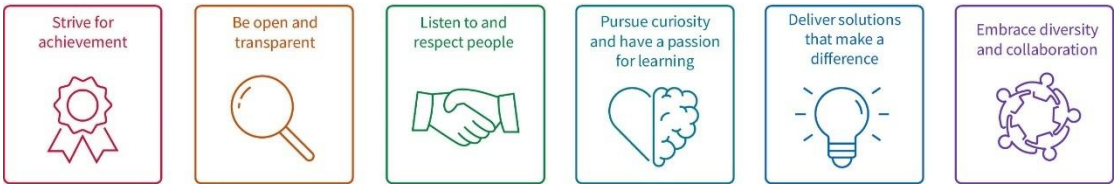
Tetra Tech International Development is part of global consulting firm Tetra Tech. The International Development team implements and manages projects designed to strengthen social and economic infrastructure and improve the lives of people in the Asia Pacific region.

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 RT4D

[1] Note this position is based in one of these countries, and does not include accommodation or other support costs. We welcome applications from candidates already based in these countries, or willing to relocate at their own expense

The $53.3 million Regional Trade for Development (RT4D) initiative, funded by both the Governments of Australia and New Zealand, assists ASEAN Member States in meeting their commitments and realising the advantages offered by the Agreement establishing the ASEAN-Australia-New Zealand Free Trade Area (AANZFTA), and the Regional Comprehensive Economic Partnership (RCEP). RT4D supports AMS in benefitting from an open, free and rules-based trading system.

Through the AANZFTA Implementation Support Program (AISP) and the RCEP Implementation Support Program (RISP), RT4D provides tailored support to enhance the capabilities of ASEAN Member States by strengthening skills, building networks, facilitating policy options and ensuring that trade benefits everyone, including Micro, Small and Medium Enterprises (MSMEs), women and people with disabilities.

RT4D also includes a AUD5 million Trade and Gender Equality Incubator (TGEI).

The Regional Trade for Development Initiative:

- provides ASEAN with access to world class technical expertise to support economic cooperation activities.
- delivers economic cooperation activities, working closely with ASEAN Member States and ASEAN Secretariat.
- has a strong focus on less developed ASEAN economies to ensure that it responds to the different needs and readiness of ASEAN.
- facilitates implementation of the provisions of selected FTAs to support inclusive development outcomes.

The RT4D Facility has a multi-country presence comprising of:

- A head office located in Jakarta, co-located with the ASEAN Secretariat, and
- Satellite presences in Hanoi, Phnom Penh and Vientiane.

Purpose and Objectives

The Program Delivery Lead will be responsible for the establishment, management and oversight of the RT4D project portfolio and managing a team of project managers and program officers (based in Cambodia, Lao PDR, Vietnam and Indonesia). The RT4D project portfolio currently consists of 40 active projects (and another 15 upcoming projects) that support ASEAN Member States to meet their commitments and realise the advantages offered by the AANZFTA and RCEP agreements.

RT4D projects:

- Provide economic and technical cooperation support at both the regional and country levels across a variety of sectors (e.g. trade in goods, trade in services, investment, intellectual property, competition and consumer protection, e-commerce, trade and sustainable development, government procurement, MSMEs and business engagement).
- Include activities with varied objectives and scopes. These include but are not limited to research studies, implementation guidelines, training for government officials and/or private sector, communications products, private sector / civil society engagement and mentorship support.
- Include projects managed directly by the RT4D Facility and projects managed delivered by Australian government agencies.

The position will report to the Facility Director and will work closely with the Program Performance and Quality (MEL, GEDSI and Communications) Lead and the Operations Lead (all based in Jakarta) to ensure projects are managed and delivered in line with RT4D and donor requirements.

Key Responsibilities

Project Portfolio Implementation

Manage a team of Regional Managers and Program Officers (located in Cambodia, Lao PDR, Vietnam and Indonesia) in the design, procurement and implementation of RT4D projects.

Key responsibilities will include:

- Maintain and update systems to track and manage the RT4D project portfolio.
- Oversee the design, procurement and implementation of RT4D-managed projects. This includes, but is not limited to, facilitating the approval of Project Design documents, Procurement Reports and Project Progress/Completion Reports.
- Maintain and update standardised templates for the design, procurement, implementation and reporting of RT4D projects in line with RT4D and donor requirements.
- Actively identify and manage program risks and safeguards to implement and achieve intended outcomes.

Project Portfolio Development

Manage the process for the development of the annual RT4D Project Portfolio. This will include:

- Manage program cycle timelines and related documentation in close consultation with the Facility Director.
- Manage the process for approval of the annual AISP and RISP project portfolio in consultation with the Facility Director, Program Performance and Quality and Operations Lead. The process includes:
    - The management of an Open Call for Project Concepts in line with AISP and RISP requirements and governance arrangements.
    - The administration of a process to short-list and approve new projects to be included in annual Economic Cooperation Work Plans.
    - The management of systems that support portfolio building (e.g. Project Concept assessment guidelines, budget and work plan templates).
- Responsibility for continuous improvements of program delivery systems and processes to increase effectiveness and efficiency.
- Lead and oversee the allocation of project management responsibilities across the RT4D project management team.

Stakeholder Management

Manage and maintain relations with key program stakeholders. Key stakeholder management responsibilities will include:

- Act as the main contact point for ASEAN Secretariat stakeholders.
- Oversee relations with Australian and New Zealand diplomatic missions in the ASEAN region.
- Oversee relations between RT4D Project Management Teams in Cambodia, Lao PDR, Indonesia and Vietnam and relevant government agencies in those countries.

Operations Support

Key Responsibilities

Work closely with the Operations Lead to ensure RT4D projects are implemented in line with requirements, including:

- Oversee procurement (including tender process) of project design and implementation service providers in line with RT4D Facility Operations Manual
- Oversee the development of project budgets during design stage and ensure that the projects are implemented properly in line with the approved project design and budget.

Monitoring Evaluation and Learning, Communications, Gender, Equality and Disability and Social Inclusion Support

Work closely with the Program Performance and Quality Lead to ensure the RT4D project portfolio is developed and implemented in line with requirements that include:

- Monitoring, Evaluation and Learning (MEL) systems and requirements by ensuring RT4D projects are designed and implemented in line with RT4D MEL data collection, processing and reporting requirements.
- Communications and media systems and requirements by ensuring RT4D projects are designed and implemented in line with RT4D's branding guidelines and generate content for external communications through approved channels (e.g. RT4D website and social media accounts).
- Gender Equality, Disability and Social Inclusion (GEDSI) approach by ensuring GEDSI requirements are adequately mainstreamed across all aspects of project selection, design, implementation and reporting.

Reporting Support

Work closely with the Facility Director and Program Performance and Quality Lead to ensure project level data and information are available to support reporting. These include:

- Semi-annual reports and annual plans to DFAT and MFAT.
- Annual reports to AANZFTA and RCEP stakeholders (e.g. FTA sectoral committees and sub-committees, senior economic officials and/or economic ministers).
- Whole of program reporting and communications materials.

Others

- Perform other duties as may be reasonable requested by the Facility Director.

Selection Criteria

Qualifications

- Tertiary qualifications in public policy, international development, economics, or a related post-graduate qualification.

Experience

- At least 10 years of work experience in similar positions, involving significant report writing, procurement/contracting, program implementation, and government/private stakeholders' engagement
- Experience in mainstreaming gender, disability and social inclusion across a range of sectors
- Experience working in DFAT-funded programs is desirable.
- Experience working with ASEAN Secretariat and/or multiple ASEAN Member States (AMS) is desirable.

Selection Criteria

Knowledge and Skills

- Developed leadership and project management skills, including work planning, team building, capacity development and program delivery.
- Strong track record of team leadership, especially drawn from across organisations with different cultures, and demonstrated success working in a cross-cultural, multi-lingual environment (preferably in AMS).
- Sound understanding of ASEAN Secretariat, ASEAN Member States and/or AANZFTA and RCEP contexts is desirable.
- Excellent analytical, presentation, writing, and oral communication skills.
- Appropriate IT skills and strong working knowledge of Ms Office applications (Word, Excel, Outlook, Power Point, Office 365, etc.)

Personal Attributes

- High English proficiency
- Ability to listen actively, be curious and communicate effectively and respectfully with a diverse range of people and cultures.
- Ability to work effectively with senior management and as part of a team to deliver results on time.
- Ability to effectively self-manage the allocation of priorities and deadlines with minimal supervision (proven self-motivational and self-starter ability).
- Strong attention to detail.
- Ability to work across multiple tasks and successfully meet deadlines.
- Flexible and willing to adapt to changing circumstances.

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

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.