

Position Description

Australia Awards Officer



Position Title	Australia Awards Officer
Program	Vanuatu Australia Education Support Program (VAESP)
Reports to	Awards Manager
Duration of assignment	Until December 2026, with possibility of extension
Location	Port Vila, Vanuatu

Program Overview

Tetra Tech International Development (Tetra Tech) manages VAESP (encompassing AAV management responsibilities) on behalf of DFAT in Vanuatu. AAV encompasses both Australia Awards Scholarships for studies in Australia and Australia Awards Pacific Scholarships for studies in Fiji.

The VESP Head Contract outlines two overarching goals of AAV:

- Alumni (male and female) contribute to the long-term development needs of Vanuatu; and
- Strong people to people and institutional links exist between Australia and Vanuatu that advance mutual interests.

These goals are reflected in the following four overarching end-of-program outcomes:

Outcome 1: Female and male alumni are employed (or self-employed) in their program-supported, fields of expertise,

Outcome 2: Female and male alumni are applying their new, program supported skills and knowledge (soft-skills or professional skills),

Outcome 3: Female and male alumni hold positive views of Australia, Australians, and Australian expertise as a result of their award experience, and

Outcome 4: Female and male alumni are using their program-supported networks.

AAV works to optimise the effectiveness and efficiency of the selection, placement, and mobilisation of awardees to their study destination in Australia and Fiji. AAV's role also encompasses close liaising with Australian and Fiji university providers to ensure that issues on-award are handled appropriately.

The alumni phase relies largely upon the home organisation and managers of the alumnus to facilitate a conducive environment to allow skills and knowledge acquired through the scholarship experience to be effectively deployed. AAV performs an active role in facilitating opportunities for alumni to participate in further professional development, to engage in public diplomacy activities and to facilitate alumni networking in line with the achievement of program outcomes.

Purpose and Objectives

The main focus of this role is to provide administrative and logistical support to the AAV team to contribute to the achievement of the AAV program outcomes

Purpose and Objectives

The role will be called upon to support the administration and delivery of each stage of the scholarship cycle including the promotion, application, selection and mobilisation of scholars.

The VAESP and AAV operate in a cooperative team environment, so an ability and willingness for multi-tasking and providing support to colleagues during busy times is also a part of this role.

Key Responsibilities

Key responsibilities of the Australia Awards Officer will be to provide administrative and logistical support to the program throughout the scholarships cycle including:

- Develop a strong understanding of the Australia Awards program including understanding the policy handbook.
- Prepare the logistics for promotional events and provincial visits;
- Answer scholarship enquiries (by phone, email and AAV office walk-in queries) and to assist with other promotion tasks as requested by the AAV Manager;
- Guided by the Awards Manager, assist with the processing of eligibility checks in line with the program and country specific requirements;
- Prepare the logistics for candidate interviews and written tests, including the scheduling of shortlisted candidates and arranging travel requirements;
- Assist in the pre-departure stage of the scholarship cycle, this may include scheduling and logistics for pre-departure briefings, gathering required awardee documentation, supporting with the data entry of institution placements;
- Maintain the AAV alumni database by updating newly returned scholars, undertaking annual integrity checks (accuracy of alumni contact details) and to undertake communications to fellow alumni to assist in the identification of correct email addresses for 'bounce-back' emails;
- Manage the AAV merchandise to ensure sufficient supplies for AAV scheduled activities, re-ordering as required;
- Develop a strong understanding of the Australia Awards management information system (OASIS) and support with data entry (guided by the Awards Manager) as key stage of the scholarship cycle.
- Support with Awardee and Alumni activities including, the buddy system for commencing awardees for each intake, alumni professional development activities, Alumni Annual Networking Event; and reintegration activities.
- Support with Any other related duties as required to support the AAV team.

Selection Criteria

Qualifications

- A tertiary qualification in relevant field such as; education, administration, business, project management, human resource development is desirable;

Experience and Knowledge

- Experience in a similar administration and finance, or program support role is desirable.
- Effective communication skills in Bislama and English, including the ability to contribute to AAV planning and reporting requirements.
- Confidence to liaise with a diverse range of stakeholders including Government and non-Government sectors.
- Strong organisation skills and ability to proactively manage delegated tasks.
- Strong ability to plan and prioritise competing demands to meet tight deadlines, communicating to stakeholders appropriately.
- Proficient computer skills including MS office and some experience with data systems.
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Selection Criteria

Personal Attributes

- A proactive, can-do attitude
 - A positive and customer focused approach that looks to solve problems.
 - Able to work well in a team as well as autonomously.
 - Able to meet deadlines.
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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.

Tetra Tech International Development

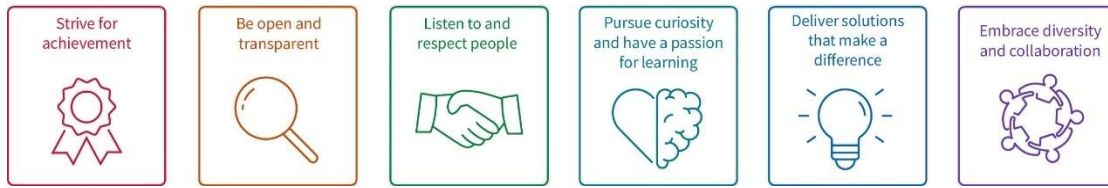
Tetra Tech has a 40-year history in successfully delivering international development projects on behalf of donors right around the world. Our people work side by side with local partners to support stability, economic growth and good governance, positively changing people's lives.

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.

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.



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.