

# Position Description

## Institution Partnership Specialist



<b>Position Title</b>	Institution Partnership Specialist
<b>Program</b>	Vanuatu Australia Education Support Program
<b>Reports to</b>	Curriculum Support Manager
<b>Duration of assignment</b>	3 days per week Until December 2026, with possibility of extension
<b>Location</b>	Port Vila, Vanuatu with some provincial travel

### Program Overview

The Vanuatu Australia Education Support Program (VAESP) is funded by the Australian Government's aid program and implemented in cooperation with the Government of Vanuatu. The program includes two components:

- (a) Targeted support to MoET to implement the Vanuatu Education and Training Sector Strategy (VETSS); and
- (b) Provision of the Australia Awards Vanuatu Scholarships and professional development and networking opportunities for alumni.

VAESP is designed to align with the Ministry of Education and Training's (MoET) Corporate Plan (2024-28) and the National Sustainable Development Plan (NSDP) 2030. Specifically, VAESP supports MoET's contribution to NSDP Pillar 1 (quality education and social inclusion) and Pillar 3 (stable and equitable growth). In addition, VAESP aligns with MoET's Inclusive Education Policy and supports GoV's contribution to the Sustainable Development Goals (SDGs) – Goal 4 (ensure inclusive and quality education for all and lifelong learning) and Goal 10 (reduce inequality within and among countries).

Australia Awards in Vanuatu is also delivered under the same contract as VAESP.

### Background and Purpose

The Vanuatu Ministry of Education and Training launched the Curriculum Improvement Program (CIP) 2024-2026 in April 2025. The CIP is a long-term reform initiative to strengthen the quality, relevance and impact of teaching across Kindergarten to Year 10. Central to this program is the development of teacher capacity to deliver high-quality, evidence-based instruction that supports improved student outcomes.

VAESP works in partnership with MoET to provide technical, professional, and institutional support for education improvement. As part of this collaboration, VAESP will engage an **Institution Partnership Specialist** to work closely with the National University of Vanuatu through the School of Education (SoE), and Curriculum Development Unit (CDU) to ensure alignment between the syllabi, teacher guides, pedagogies and strategies, and pre- and in-service programs and courses. Alignment will ensure that pre-service and in-service teacher education, together with MoET's professional development programs, remain consistent, sustainable and of a high quality – supporting better learning outcomes for all students in Vanuatu.

## Background and Purpose

The **Institution Partnership Specialist** will co-ordinate, align and strengthen training initiatives for teachers and teacher educators to ensure professional learning is evidence-based, consistent with MoET's Curriculum Improvement Program 2024-2026, and responsive to Vanuatu's bilingual and multilingual context.

## Responsibilities

<b>Collaboration and coordination</b>	<ul style="list-style-type: none"> <li>• Work closely with the School of Education and CDU to develop a policy framework or memorandum of understanding to coordinate and sustain the collaboration.</li> <li>• Work closely with the School of Education and CDU to align training programs with the Curriculum Improvement Program.</li> <li>• Coordinate with VAESP technical specialists and MOET to ensure a coherent approach to teacher professional development across provinces and institutions.</li> <li>• Serve as a key liaison between VAESP, CDU and the SoE to ensure training activities meet ministry standards and policy directions.</li> </ul>
<b>Capacity strengthening and mentoring</b>	<ul style="list-style-type: none"> <li>• Support School of Education staff in delivering quality pre-service teacher education aligned with MoET's curriculum frameworks.</li> <li>• Mentor SOE and teacher trainers to embed effective teaching and learning practices.</li> <li>• Support SoE and CDU staff to lead ongoing professional development sustainably.</li> </ul>
<b>Training Design and Delivery</b>	<ul style="list-style-type: none"> <li>• Assist in the design, delivery, and evaluation of teacher professional development programs.</li> <li>• Ensure training resources are bilingual (English and French) and inclusive of Vanuatu's local language contexts where appropriate.</li> <li>• Facilitate workshops, training-of-trainers, and school-based professional learning activities.</li> </ul>
<b>Support the implementation of High-Impact Teaching Strategies</b>	<ul style="list-style-type: none"> <li>• Ensure the integration of high-impact teaching strategies (HITS) across pre-service and in-service training programs.</li> <li>• Provide technical input and guidance to ensure training modules and resources are practical, evidence-based, and tailored to Vanuatu's context.</li> <li>• Monitor and document the implementation of HITS to inform continuous improvement.</li> </ul>
<b>Monitoring, Evaluation, and Reporting</b>	<ul style="list-style-type: none"> <li>• Track and report on training activities and outcomes to VAESP and MoET.</li> <li>• Contribute to monitoring and evaluation frameworks, highlighting successes, challenges, and lessons learned.</li> <li>• Provide recommendations for scaling effective practices across provinces.</li> </ul>

## Outputs & Deliverables

- Quarterly training support plans aligned with the Curriculum Improvement Program.
  - Training resources, workshop materials, and reports co-developed with CDU and SoE.
  - Documentation of teacher training participation, outcomes, and impact.
  - Regular reports to VAESP, CDU and SOE on progress and challenges.
- 

## Selection Criteria

### Qualifications

- Qualifications in Education – Masters degree or higher in education, or a related field

### Experience and Knowledge

- Minimum of 10 years' experience within the Vanuatu education system
- Experience working with diverse communities, and managing and coordinating collaborative, productive partnerships.
- Experience in teacher training, curriculum development, or educational leadership.
- Strong knowledge of evidence-based and high-impact teaching strategies.
- Demonstrated experience working in bilingual and/or multilingual education contexts.
- Familiarity with MoET's curriculum frameworks and reforms.
- Proven capacity to collaborate effectively with government, universities, and development partners.
- Familiarity with the broader education context in the Pacific region.

### Personal Abilities

- A collaborator, who engages and motivates, fostering a culture of open communication and participation.
  - A problem solver with a focus on continuous improvement.
  - Able to manage relationships, conflicts, and tensions between key stakeholders and influence positive change.
  - Hardworking and able to cope with ambiguity in a complex operating environment.
  - Positive, can-do attitude.
- 

## 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

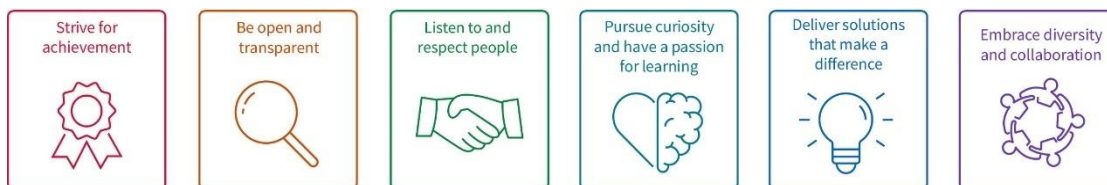
Tetra Tech has a 40-year history in successfully delivering international development projects on behalf of donors right around the world. Our people work side by side with local partners to support stability, economic growth and good governance, positively changing people’s lives.

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.*