

Position Description

Position Title	Facility Director
Project	Australia Awards Papua New Guinea (AAPNG)
Reports to	Contractor Representative
Duration of Assignment	Full time to June 2021, with an extension until April 2023 under negotiation
Location	Port Moresby with frequent travel to provinces in Papua New Guinea and occasionally to Australia

Adviser Remuneration Framework

Further information about the Adviser Remuneration Framework [click here](#)

Discipline (A, B, C, D)	D	Level (1,2,3 or 4)	4
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Programmatic accountabilities and working relationships include:

- Australian Department of Foreign Affairs and Trade (DFAT) through the Education and Leadership Section, Australian High Commission, Port Moresby
- Joint Steering Committee and a range of Government of Papua New Guinea Government Departments and organisations
- Coffey International Development
- Wide and diverse range of program stakeholders including but not limited to; prospective and current awardees, Australian universities, PNG universities and other tertiary institutions, alumni, private sector organisations, service providers, consultants and advisers.

Program Overview

Australia Awards in Papua New Guinea is designed to promote knowledge, leadership and enduring ties between Australia and PNG. It aims to build knowledge and skills to address PNG's economic and development challenges through international scholarships to Australia and scholarships in PNG. It also seeks to foster people-to-people links between Australia and PNG.

The program offers the next generation of leaders in Papua New Guinea opportunities to acquire professional and technical knowledge and skills relevant to Government of PNG priorities. It ensures that study opportunities are provided for women, people with disabilities and those from remote locations. It also supports alumni to use their skills, knowledge and networks to drive change and innovation.

AAPNG includes two types of study options:

- Long-term scholarships in both Papua New Guinea and Australia to study primarily undergraduate and postgraduate courses respectively
- Short Course Awards for Papua New Guineans to undertake professional development short-term study in a targeted workforce area

As a further extension of these scholarships, AAPNG supports the PNG-Australia Partnership Secondary Schools Initiative which connects Australia and Papua New Guinea's students,

teachers and principals to build capability and deepen people-to-people links to underpin the enduring partnership between Australia and PNG. A group of 12 Australian and 12 PNG secondary schools work together to strengthen their priority areas, such as Science, Technology, Engineering and Mathematics (STEM), English and youth leadership.

To deliver outcomes, AAPNG has five streams: Australia Awards Scholarships; PNG and Pacific Awards; Short Course Awards; Alumni Engagement; and Secondary Education Partnerships.

Australia Awards in PNG is managed by Coffey, a Tetra Tech company, on behalf of the Australian Government.

Position Summary

The Facility Director provides strategic leadership and management oversight of the delivery of Australia Awards and other associated education activities in Papua New Guinea to achieve the Facility's development and public diplomacy outcomes and in accordance with services defined in the contract between DFAT and Coffey.

This involves providing strategic direction and leading the delivery of Australia Awards Scholarships, In-PNG Scholarships, Short Course Awards, alumni engagement, PNGAus Partnerships Secondary Schools Initiative, engagement with the higher education sector and other related education activities.

In leading the Facility, which includes approximately 45 team members, the Facility Director fosters continuous improvement and innovation, ensures quality delivery, and maximises possible program outcomes for AAPNG that are inclusive, relevant and sustainable.

Key Outputs

Exemplify Tetra Tech Coffey Leadership

- Adopt a leadership approach that delivers the core values which define Tetra Tech Coffey people and teams. Lead to ensure the AAPNG team is able to:
 - strive for achievement
 - be open and transparent
 - listen to and respect people
 - pursue curiosity and have a passion for learning
 - deliver solutions that make a difference
 - embrace diversity and collaboration including with key stakeholders and between the project and head office teams.

Key outputs of the Facility Director include:

- Delivery of a safe and secure workplace and work environment, at all times.
- Delivery of high-performing Facility activity that achieves AAPNG objectives and minimum annual DFAT overall Project Performance Assessment scores of 5 or above.
- Production of high quality, timely and DFAT-accepted reporting deliverables including:
 - Annual Plans
 - Six Monthly Progress Reports
 - Awardee Selection and Mobilisation Reports
 - Awardee Performance Reports
 - Annual Reports
 - Other reports as required.

- Quality and up-to-date strategic review, scoping and enhancement documents and operational policies and procedures in accordance with DFAT requirements.
- Effective performance of the Senior Management Team and relationships with all key AAPNG stakeholders.
- Financial, procurement and operational compliance with DFAT and Coffey policy and procedures.
- Mainstreaming of gender equality, disability and social inclusion (GEDSI) throughout activities and delivery of targeted initiatives to enhance their achievement.

Key Responsibilities

Strategy and Planning

- Provide overarching strategic leadership and planning, including high level policy and program advice to DFAT and the AAPNG team, in an accurate, timely and reliable manner.
- Ensure risks are identified and managed in a manner that minimises their likelihood and is in accordance with client expectations.
- Ensure the Joint Selection Committee is organised and informed in a manner that maximises stakeholder representation and their strategic input into Facility activities.
- Provide contract deliverables including, Annual Plans, Awardee Mobilisation Reports, Awardee Performance Reports, Annual Progress Reports, budgets and other ad-hoc reports.
- Provide strategic documents, reviews, scoping studies and other reports as required by the client in an accurate, timely and reliable manner.
- Ensure the team structure and skills are optimum and relevant to program needs and priorities, including regular reviews and staff changes where necessary.
- Ensure the provision of targeted and customised monitoring and evaluation data and reports in an accurate, timely and reliable manner.

Program Delivery

- Lead the delivery of program activity in accordance with approved Annual Plans and relevant policies and procedures.
- Ensure program activities are supported by an effective and efficient operations team, monitoring evaluation and learning team and communications team.
- Develop and deliver strategies to establish and maintain sound, high level working relationships with stakeholders including DFAT, PNG government, alumni, tertiary institutions, community organisations and other key stakeholders and any other institution entity or individuals relevant to AAPNG delivery.
- Liaise closely with designated DFAT delegates in PNG to provide routine information, reporting and advice on all aspects of program implementation.
- Ensure gender equality, disability and social inclusion (GEDSI) and safeguarding (child protection and preventing sexual exploitation, abuse and harassment) considerations are integrated throughout activities and that targeted initiatives are delivered to enhance their achievement.

Program Operations

In close collaboration with the Deputy Director/Operations Manager:

- **Human resources:** ensure effective work, support and performance management of the team so they deliver responsibilities and functions to a high standard.

- **Finance and procurement:** ensure expenditure is within budget, represents value-for money, and is compliant with the Commonwealth Procurement Rules/Coffey policies.
- **Administration:** ensure that day-to-day administrative and logistics operations support effective and efficient program delivery.
- Lead by example and contribute to the development of a program culture that fosters quality delivery, continuous improvement and sustainable results and impact.
- Ensure a safe and secure work environment is maintained at all times.
- Other duties from time to time, as may be reasonably requested by DFAT and Coffey.

Selection Criteria

Qualifications

- Postgraduate degree qualification in a related field such as education, human resource development, international development or business administration or equivalent.

Experience and Skills

- Substantial experience at a senior level in the strategic leadership and senior management experience of complex international development programs, ideally relating to scholarships, capacity building, human resource development or training.
- Highly developed leadership and project management skills including work planning, budgeting and finances, team building and capacity development, and program delivery management.
- Excellent analytical, research, writing and communication skills in English language, both for report and informational purposes.
- Demonstrated and successful experience in working cross-culturally with colleagues, government agencies, service providers and other stakeholders. Professional experience in Melanesia an advantage.
- Demonstrated understanding of the tertiary education sector in both PNG and Australia.
- Previous experience or good understanding of Australia Awards desirable.

Personal Attributes

- Self-motivator with ability to manage change and drive a 'can-do' team culture.
- Ability to assess and work sensitively in a cross-cultural multi-stakeholder context.

Child Protection

Coffey 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

Exemplifying Coffey's commitment to technical excellence in gender equality, our team of dedicated GEDSI advisers work closely with our partners to ensure a context-specific and consistent approach is applied to all of our programs to improve the livelihoods of the world's most marginalised groups.

About Coffey

Coffey has a 40 year history in successfully delivering international development projects on behalf of donors right around the world, including Australia's Department of Foreign Affairs and Trade, USAID and the UK's Department for International Development. Our people work side by side with local partners to support stability, economic growth and good governance, positively changing people's lives.