

Position Description

Activity title	Contracts and Services Director		
Project	Aus4Skills Vietnam		
Reports to	Program Director		
Duration of Assignment	To 31 December 2025		
Location	Hanoi, Vietnam		
Adviser Remuneration Framework			
Further information about the Adviser Remuneration Framework click here			
Discipline (A, B, C, D)	A	Level (1,2,3 or 4)	3
Working relationships include:			
<ul style="list-style-type: none"> • Aus4Skills Program Director and managers in Hanoi Office • Tetra Tech International Development Head Office • Australian Government through the Australian Embassy in Hanoi • Vietnamese and international service providers 			

Program Overview

The Aus4Skill program goal is to support Vietnam to access and use high level professional and technical knowledge, skills and competencies, to contribute to the country's sustainable economic and inclusive development. The program also aims to deepen Vietnamese and Australian people-to-people and institutional links and therefore strengthen the partnership between the two countries.

Aus4Skills seeks to achieve these goals through the following program outcomes:

- Inclusive alumni use new skills and knowledge to make positive contributions to targeted areas of Vietnam's development
- Selected Vietnamese Government, private sector, civil organisations and other partners demonstrate organisational through improved policies, practices or performance standards in targeted areas
- Australia and Vietnam have stronger sustainable links and partnerships in selected agencies.

These outcomes are underpinned by the principle that gender equality, disability and social inclusion are integrated into all Aus4Skills activities. They will be accomplished through five main component activities:

1. Australia Awards Scholarships
2. Alumni Engagement
3. Capacity Building for Higher Education
4. Promoting Industry Linkages in Vocational Education and Training Component
5. Vietnam Australia Centre, a new initiative to foster leadership and policy development

The **Vietnam Australia Centre** as a new component under Aus4Skills will draw upon Australian and Vietnamese experts to support Vietnam's future leadership to address national and international challenges. It will enable Vietnam and Australia to bring together influential men and women leaders to pursue policy solutions to shared regional issues, while deepening people to people and institutional links.

Results will be demonstrated by strengthened leadership, improved public sector management skills and evidence-informed policy to promote Vietnam's national development and international engagement. Vietnam and Australia will also have more positive and sustainable institutional relationships based on shared interests and mutual benefits.

Activities will include leadership capability development, policy research, analysis and advice, partnership development and alumni engagement.

Aus4Skills is managed by Tetra Tech International Development on behalf of Australia's Department of Foreign Affairs and Trade (DFAT).

Position Summary

The Contracts and Services Director for Aus4Skills provides high-level technical expertise and input relating to the procurement, contracts, governance and risk management across program activities and operations, so that Aus4Skills may achieve its objectives in an efficient and effective manner where risk is also minimised.

Key Responsibilities

The Contract and Services Director will:

Procurement and Contracts Management

- Lead Aus4Skills procurement (including Requests for Tender/Proposals and Expressions of Interest) and sub-contract management, including the provision of high-level technical advice, to deliver efficient procurement, contracting and performance management processes across the program's service delivery functions.
- Ensure full compliance with Tetra Tech Contract Management Systems, which deliver compliance with all Australian Commonwealth Procurement Rules and guidelines and Vietnamese laws and financial sanctions under Australian sanctions law.
- Ensure the establishment and maintenance of effective procurement and program planning and support systems across all Aus4Skills activities.
- Contribute to the annual planning and design (and subsequent proposal development) of Aus4Skills activities, including support of budget and expenditure functions.
- Identify and recommend continuous improvement of Aus4Skills procurement, contracting and performance management systems, processes and procedures in alignment with Tetra Tech policies and procedures.
- Identify and minimise exposure to procurement and contract non-compliance and fraud issues and support the handling of such issues in close collaboration with the Program Director.
- Manage relationships with relevant DFAT staff to ensure they are regularly briefed on Aus4Skills procurement policy, processes and progress.
- Manage relationships and performance review of Australian and Vietnamese service providers
- Train, guide and support Aus4Skills staff to efficiently and effectively manage procurement and contract oversight, including logistic and travel services.

Governance and Reporting Guidance Support

- Provide high-level guidance and support to the Program Director, Deputy Program Director and component teams with regard to secretariat and reporting functions for Aus4Skill's three governance mechanisms: Subsidiary Arrangement 1 covering components 1-3, Subsidiary Arrangement 2 covering component 2 and Subsidiary Arrangement 3 covering component 5.
- Identify and undertake the development and oversight of targeted projects or activities that aim to identify and foster appropriate continuous improvement measures or innovations for efficient and effective program governance.

Risk Management

- Lead the development and management of the program's Risk Management Register and Plan (which will identify the most significant risks to Aus4Skills achieving its objectives), including regular engagement with senior team members on monitoring existing and emerging risks and identifying appropriate mitigation measures.
- Ensure that staff are adequately supported to understand, identify and minimise program risks in accordance with client expectations.
- Identify and undertake the development and oversight of targeted projects or activities that aim to examine, identify appropriate mitigation measures and/or address program risks.
- Ensure procurement, contracts and risk management actively promotes and supports the program's gender equality, disability and social inclusion strategy and compliance with DFAT's Child Protection and Preventing Sexual Abuse, Exploitation and Harassment policies.
- Other duties from time to time as may be reasonably requested by the Program Director as required, such as involvement in the assessment of Australian Alumni Grants Fund applications

Selection Criteria

Qualifications

- Relevant tertiary qualification and at least ten to fifteen years of relevant and effective international project management or procurement management, or equivalent combination of relevant education and experience

Experience, Knowledge and Skills

- Experience at a senior level in the strategic leadership and management of procurement, contracting and performance management processes within an international development setting, ideally relating to scholarships, capacity building, human resource development or training.
- In-depth knowledge of financial policies and procedures and financial accountability and compliance, with an understanding of Australian Commonwealth Procurement Rules an advantage.
- Demonstrated leadership experience and ability to function as team leader and ability to coach and mentor more junior staff.
- Demonstrated and successful experience in working cross-culturally with colleagues, government agencies, service providers and other stakeholders. Professional experience in Vietnam an advantage.
- Excellent analytical, research, writing and communication skills in English language, both for report and informational purposes.
- Proven understanding of a wide-range of cross-cutting issues - such as fraud control, gender equality, disability and social inclusion, child protection, and preventing sexual exploitation, abuse

and harassment - and a demonstrated preparedness to mainstream these considerations into activities.

Personal Attributes

- Strong ethical disposition with a zero-tolerance to fraud
- 'Can do' attitude and able to foster a client service approach.

Child Protection

Tetra Tech International Development 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 Tetra Tech International Development'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.

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.

About Tetra Tech International Development

Tetra Tech International Development 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 (now known as the Foreign and Commonwealth Development Office). Our people work side by side with local partners to support stability, economic growth and good governance, positively changing people's lives.