

Position Description

Position Title	Awardee Selection Adviser (2)
Project	Australia Awards in Papua New Guinea (AAPNG)
Reports to	Facility Director
Accountable to	Coffey International Development and DFAT
Duration of Assignment	Up to 10 input days
Timing	October – November 2020
Locations	Port Moresby, Papua New Guinea and possibly some remote work from home location

Adviser Remuneration Framework

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

Category (A, B, C, D)	B	Level (1,2,3 or 4)	4
------------------------------	---	---------------------------	---

Working relationships include:

- The AAPNG project team in Port Moresby, PNG
- Interview panel members
- Australia Award Scholarships shortlisted candidates
- Australian Department of Foreign Affairs and Trade (DFAT) through the Australian High Commission in Port Moresby

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 in-PNG scholarships. It 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 the priorities of the Government of PNG. It ensures that study opportunities are provided for women, people with disabilities and people from remote locations. There is a focus on supporting alumni to use their skills, knowledge and networks to drive change and innovation.

AAPNG includes three types of study options:

- Australia Award Scholarships for Papua New Guineans to study primarily post graduate courses in Australia;
- In-PNG Scholarships for Papua New Guineans to study in PNG to meet critical workforce gaps and to contribute to strengthening local education institutions; and
- Australia Awards Short Course Awards for Papua New Guineans to undertake short term study in Australia.

To deliver Australia Awards outcomes, the Facility 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 Awardee Selections Adviser will provide expert advice and assessments for the selection of awardees, through participation as a member of the selection interview panel, as well as other selection activities if required and as directed.

Position Outputs

- Participate in a selection briefing (provided by AAPNG) in preparation for the selection process and interviews for the annual;
- Review and assess shortlisted applications against the confirmed selection criteria and in line with the Governments of Papua New Guinea (GoPNG) and the Government of Australia (GoA) priorities;
- Participate in the interviews of shortlisted applicants, providing an assessment and score against the confirmed selection criteria and in line with the GoPNG and GoA priorities for the annual Intake;
- Contribute to the recommendations for the selection of Australia Awards Scholarships to the Joint Steering Committee (JSC);
- Make recommendations to the JSC on any improvements to the AAPNG assessment and selection panel process/system, and;
- Any other duties as required.

Qualifications and Experience

The Adviser will possess the following:

- A tertiary qualification from a recognised university (essential) and/or Qualification at Master's level or higher (desirable)
- Professional experience working as an academic or closely with an Australian tertiary institution
- Experience assessing international applications and candidates against set criteria
- Experience working under pressure and to tight deadlines
- Experience working with international students in a university.
- Sound judgment, enabling evaluation of applicants and their potential to succeed in studies in Australia and contribute to development on completion;
- Ability to work objectively and with neutrality;
- Ability to work collaboratively, and;
- Knowledge of the Australia Awards Scholarships program (desirable).

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.

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.