

## Position Description

<b>Position Title</b>	Higher Education Partnerships Manager
<b>Project</b>	PNG-Australia Partnerships for Higher Education
<b>Reports to</b>	Facility Director, Australia Awards PNG
<b>Accountable to</b>	Coffey International Development and DFAT
<b>Duration of Assignment</b>	Full-time, one-year with a possibility of extension
<b>Location</b>	Port Moresby

### Working relationships include:

- Australian Department of Foreign Affairs and Trade (DFAT) through the Australian High Commission (AHC) in Port Moresby
- Government of Papua New Guinea, primarily the Department of Higher Education, Research, Science and Technology (DHERST)
- Higher education institutions in PNG and Australia and associated professional associations.

### Program Overview

The PNG-Australia Partnerships for Higher Education Activity is a new activity that will contribute to the capacity development of universities and other selected higher education institutions (HEI) in Papua New Guinea (PNG), through the fostering of people-to-people and institutional links between the two countries.

The Activity provides for partnership-based strengthening of learning and teaching, research capabilities, institutional management, and policy outcomes that directly benefit the development of PNG in the context of DHERST's higher education reform agenda.

The initiative will be delivered via the Australia Awards PNG Facility which is managed by Coffey, a Tetra Tech company, on behalf of the Australian Government.

### Position Summary

Reporting to the Facility Director, the Higher Education Partnerships Manager will lead and manage the development and implementation of an activity plan to support the capacity development and fostering of professional networks of a select group of higher education institutions in Papua New Guinea. This will be achieved through the delivery of a range of activities with Australian higher education institutions that also foster people to people and organisational linkages and by fostering professional networks across the PNG higher education sector.

## Key Responsibilities

### Strategy and Planning

- Provide overarching strategic leadership and planning, including high level program information and advice to DFAT, in an accurate, timely and reliable manner and to ensure quality delivery, continuous improvement and sustainable results.
- Ensure risks are identified and managed in a manner that minimises their likelihood and is in accordance with DFAT expectations.
- Develop and deliver strategies to establish and maintain sound, high level working relationships with stakeholders including the Australian High Commission, the Department of Higher Education, Research, Science and Technology, PNG universities and Higher Education Institutions, Australian universities and relevant professional organisations and other key stakeholders relevant to delivery.

### Activity Delivery

- Lead and manage the implementation of the first phase of an activity plan to support higher education institutions in PNG through collaborations and activities with relevant institutions and other stakeholders.
- Lead and contribute to the development of the second phase of an activity plan that:
  - involves the consultation and liaison with key stakeholders in the sector including the Department of Higher Education, Research, Science and Technology, universities, colleges and professional associations in PNG and Australia, and employers.
  - is in accordance with Government of Australia and PNG objectives.
  - considers the following higher education institution capacity domains; leadership and management; teaching and learning; research; and student services and welfare.
- Ensure that all activity and resources adhere to and foster compliance with:
  - Government of Papua New Guinea relevant legislative and policy frameworks, including DHERST's reform agenda.
  - DFAT's policy and procedures regarding gender equality, disability and social inclusion, child protection, privacy, fraud and other cross-cutting issues.
- Lead and contribute to the development of a Monitoring, Evaluation and Learning framework and plan that facilitates the effective reporting of performance against activity goals and objectives and identifies areas for improvement.
- Produce quality plans and progress and annual reports and other adhoc reports as required, including (but not limited to):
  - An annual plan in accordance with activity goals and objectives, including key results areas, an activity budget and risk identification and management plan.
  - Quarterly progress reports.
  - An annual report in accordance with a structure to be agreed upon with the Facility Director

## Selection Criteria

### Qualifications

- Postgraduate degree(s) in higher education, international development, human resource development or related field;

### Experience

- Substantial senior management experience in a university or college setting, including experience in tertiary corporate services and administration
- Demonstrated experience in developing and implementing successful education activity programs, proposals and/or partnerships in the international development context.
- Demonstrated and successful experience in working collaboratively across cultures with a diverse range of stakeholders.
- Previous experience with Australian Government-funded projects and knowledge of relevant policies, standards, and protocols, an advantage.
- Knowledge
- Excellent understanding of the Papua New Guinean and Australian tertiary education sector.
- Excellent analytical and English language report writing and communication skills.

## 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.