

Position Description

Position Title	Social Inclusion Specialist
Project	Australia Awards PNG
Reports to	Facility Director
Accountable to	Coffey International Development and DFAT
Duration	Up to 40 days input over five months
Location	Remote input from home location

Adviser Remuneration Framework

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

Discipline (A, B, C, D)	C	Level (1,2,3 or 4)	4
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Working relationships include:

- Australia Awards Facility Director
- 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 and the National Department of Education
- Tertiary institutions in Australia and PNG

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 scholarships for study in Australia and PNG.

It 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. The program fosters people-to-people links between Australia and PNG and ensures opportunities are provided for women, people with disabilities and people from remote locations. The program focuses on supporting alumni to use their skills, knowledge and networks to drive change and innovation.

Australia Awards includes three types of study options:

- Australia Award scholarships primarily for postgraduate study in Australia;
- Australia Awards Short Course Awards for short term study in Australia; and
- In-PNG scholarships for study in PNG to meet critical workforce gaps and to contribute to strengthening local education institutions.

To deliver outcomes, AAPNG has five activity 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

Reporting to the Facility Director, the Education Social Inclusion Specialist will undertake a scoping study to identify the possible project activities that Australia Awards PNG (AAPNG) may consider to enhance the social inclusion of its scholarships for people with a disability, those from rural and remote areas, and females.

Position Outputs

In consultation with the Facility Director, the Education Social Inclusion Specialist will:

1. Review relevant AAPNG planning, policy and report documents, and relevant Government of Papua New Guinea and Australia program and sector documents and reports.
2. Consult with key program stakeholders - including the Government of Australia and PNG, tertiary institutions in PNG, disability inclusion stakeholders and alumni and awardees- to clarify and identify the opportunities for enhancing the program's social inclusion.
3. Identify, evaluate and prioritise a range of possible social inclusion activities that AAPNG might consider that are in accordance with Government of Australia and Papua New Guinea objectives and AAPNG program objectives and monitoring and evaluation framework.
4. At a minimum, social inclusion activities to be considered for inclusion should include:
 - The establishment of study pathways for people with disability that utilise the different scholarship modalities offered by AAPNG
 - An equity fund that is available for potential and actual awardees from targeted groups in a fair and transparent manner in order to enhance the program's social inclusion.
5. Complete a detailed scoping study that includes, including:
 - a. a description of possible activities aligned to AAPNG's monitoring and evaluation framework
 - b. an operational and implementation schedule
 - c. an activity budget
 - d. risk identification and management plan

in accordance with the structure and content to be agreed upon with the Facility Director.

The report should be a high-quality, clear and succinct product written according to the requirements of the Australian Government's *Style Manual* serving the client needs.

6. Provide guidance and input with the design and development of policy, procedures and documents that might be required as a result of the proposed social inclusion activities that are endorsed by the relevant parties for implementation.

Milestone

Milestone Requirement No. 1:

Draft design of workplan, within 3 days of input

Milestone Requirement No. 2:

Consultative presentation workshop/s with AAPNG senior management team; within 20 days of input.

Milestone Requirement No. 3:

Draft proposed activity plan report for the AAPNG's feedback; within 25 days of input

Milestone Requirement No. 4:

Final proposed activity plan report for AAPNG's final feedback; within 28 days of input

Milestone Requirement No. 5:

Final completion report on activity implementation progress; within 40 days of input

Qualifications and Experience

The Specialist will possess the following:

- Postgraduate degree(s) in education, social work, psychology, international development, or related field
- Demonstrated experience in contributing to, developing and implementing successful socially inclusive education activity programs, proposals and/or partnerships in the international development context.
- Demonstrated knowledge of and experience in applying global principles, procedures and standards and the latest best practice relating to social inclusion.
- Demonstrated and successful experience in working collaboratively across cultures with diverse range of stakeholders, including Melanesia.
- Excellent understanding of the Papua New Guinean and Australian tertiary education sector.
- Previous experience with Australian Government-funded projects and knowledge of relevant policies, standards, and protocols.
- 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 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.