

Position Description

Position Title	Academic Adviser – AAS Intake 2021		
Project	Australia Awards PNG		
Reports to	Facility Director		
Accountable to	Coffey International Development and DFAT		
Duration	15 days input over the six months		
Location	In PNG and desk-based input from home location		
Adviser Remuneration Framework			
Further information about the Adviser Remuneration Framework click here			
Discipline (A, B, C, D)	B	Level (1,2,3 or 4)	4
Working relationships include:			
<ul style="list-style-type: none"> • Australia Awards Facility Director and Australia Awards Manager • Australian Department of Foreign Affairs and Trade (DFAT) through the Australian High Commission (AHC) in Port Moresby • AAS Intake 2021 applicants • Coffey International Development 			

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 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 in PNG includes three study options:

- Australia Award Scholarships for Papua New Guineans to study primarily postgraduate courses in Australia;
- Australia Awards Fellowships – Papua New Guinea (short courses) for Papua New Guineans to undertake short-term study in Australia,
- Australia Awards Pacific Scholarships for Papua New Guineans and other Pacific Islanders to study in PNG. Scholarship opportunities for Papua New Guineans to study in PNG are referred to as In-Country Scholarships.

Australia has offered scholarships to PNG for more than 40 years, successfully strengthening the relationship between Australia and PNG. Australia Awards in PNG is managed by Coffey, a Tetra Tech company, on behalf of the Australian Government.

Position Summary

The Academic Adviser will provide high-level advice and input as follows:

- Facilitate one-on-one interviews with shortlisted PhD, MPhil and masters by research applicants for Intake 2021 (no more than 20 interviews);
- Provide Australia Awards with a detailed report on the PhD, MPhil and masters by research interviews, including analysis of suitability/preparedness and recommendations for selections;
- Provide a detailed desk-based academic advice report on the provisional and reserve awardees, highlighting any “at academic risk” based on academic history, work experience, current employment, and make recommendation about suitable alternative institutions/courses;
- Following the desk-based academic advice report, work with the Australia Awards Scholarships team to provide tailored academic guidance to those awardees identified as benefitting from further consultation and advice;
- Provide general academic advice and guidance in response to specific requests to inform the Australia Awards Scholarships team and DFAT (as requested).

Position Outputs

1. Interviews with shortlisted PhD, MPhil and masters by research candidates.
2. Detailed interviews report.
3. Desk-based academic advice report.
4. Tailored academic advice and course guidance, as needed.
5. Pre-Departure Training academic advice activity, as needed

Qualifications and Experience

The Specialist will possess the following:

- Postgraduate tertiary qualifications in a relevant field;
- Five (5) years or more teaching/supervising students/conducting research in higher education;
- Five (5) years or more working in Australian higher education systems, demonstrating detailed knowledge of higher education in Australia, Australian university administration, admission and post-graduate courses;
- Strong leadership, advisory and management skills, including policy and financial management;
- High level strategic thinking;
- High level inter-personal skills for building and maintaining relationships, delivering messages and identifying and managing issues;
- High level proficiency in presentation, communication and report writing skills;
- Fluency in spoken and written English; and
- Previous experience, understanding and appreciation of the Papua New Guinea context is 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.