

Position Description

Position Title	AAV Alumni and Award Promotions Coordinator
Project	Vanuatu Education Support Program II (Includes Australia Awards)
Reports to	Australia Awards Officer
Duration of Assignment	Fulltime from February 2019 to January 2021
Location	Port Vila and travel in Vanuatu as may be required

Position Summary

The main focus of this role is strengthening, extending and advocating the AAV Alumni network. This includes in the planning, coordination and delivery of the AAV Alumni activities in Vanuatu, covering responsibility for working with Alumni to identify topics and speakers for the regular monthly Alumni events, as well as the promotion and expansion of the Alumni across Vanuatu.

The position will also survey returned Alumni perceptions, tracer studies and case studies, as well as arrange for the ongoing engagement of Alumni in AAV promotional and briefings.

This role will also support the administration and delivery of each stage of the scholarship cycle, through providing targeted support and inputs to the promotion, applications, selection and mobilisation of scholars.

The VESP II and AAV operate in a cooperative team environment, so an ability and willingness for multi-tasking and providing support to colleagues during busy times is also a part of this interesting role.

Key Responsibilities

Key responsibilities include:

- Plan and manage the Alumni event calendar throughout the year
- Working with the VESP Communications and Strategic Reporting Manager, develop materials and public diplomacy information suitable for use in social media and web pages
- Take a leading role in the communications and promotional activities in the AAV scholarship cycle, including strategies that engage with communities and Alumni across Vanuatu;
- Undertake surveys and research activities that have been agreed and supported by AHC as a part of developing closer Alumni engagement
- Support the AAV in monitoring the success of selected Alumni reintegration plans
- Work closely with the AAV Manager to plan and implement a set of tailored alumni activities, with the purpose of expanding and strengthening the network
- As required during the scholarship cycle, support identified AAV activities including promotion, candidate assessment, selection, predeparture, mobilisation and reintegration;
- Understand the DFAT policies including the global strategy and Scholarships Handbook;
- Ensure GEDSI initiatives are included in AAV support activities and for Alumni events;
- Maintain an understanding of OASIS (scholarship system) to enable its use and reporting;
- Contribute to annual and activity planning, M&E and reporting requirements for the program;
- Any other duties as required.

Selection Criteria

Qualifications

- Tertiary qualification in relevant field, e.g. administration, management, human resource development, communications.

Experience

- At least four years' experience in similar (highly operational) role;
- Highly developed planning and implementation skills including the ability to effectively manage a range of competing tasks in a timely manner;
- Strong ability to multi-task competing demands and tight deadlines, while maintaining quality assurance;
- Demonstrated ability to work with a range of stakeholders, including government officials, donor representatives, AAV alumni, etc.;
- Effective communication skills in Bislama and English, including the ability to contribute to AAV reporting;
- A positive and customer focused approach;
- Proficient computer skills including MS office and some experience with data systems;
- Previous work on an international development or development scholarships program highly desirable; and
- Experience and exposure to overseas education 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.

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.