

Position Description

[Implementation Coordinator, TTC]



Position Title	Implementation Coordinator, TTC
Work Area	BEQUAL
Supervisor	Regional Implementation Manager
Incumbent	Click or tap here to enter text.

Tetra Tech International Development

Tetra Tech has a 40-year history in successfully delivering international development projects on behalf of donors right around the world. Our people work side by side with local partners to support stability, economic growth and good governance, positively changing people’s lives.

Tetra Tech International Development is part of global consulting firm Tetra Tech. The International Development team implements and manages projects designed to strengthen social and economic infrastructure and improve the lives of people in the Asia Pacific region.

Every Tetra Tech relationship is built on trust. Trust that is hard-earned through our proven expertise, our depth of global experience and our commitment to stay one step ahead. We create value throughout the project lifecycle and deliver vital international and local development projects for our clients. Our united group of specialists take enormous pride in collaborating with our project partners. By digging deeper. Thinking smarter. And seeing further. All so we can deliver the smartest solutions, every time.

We welcome applicants of all genders, disabilities, ages, ethnicities, and language group.

Our Values

We are a values-based organisation, and our values reflect who we are and what we stand for, and strengthen our engagement with colleagues, partners and clients through our shared values and behaviours.



Overview of BEQUAL

BEQUAL supports education priorities of the Government of Laos (GoL) described in the Ministry of Education and Sports (MoES) Education Sector Development Plan and is aligned with the strategic directions set out in Australia’s Education Delivery Strategy. BEQUAL supports MoES with the primary curriculum reform, with a particular focus on primary curriculum development, teacher professional development and integration of inclusive education principles. BEQUAL Phase 2 will continue the substantial progress and build on the achievements of the first phase, building on seven years of investment

Purpose and Objectives

The Implementation Coordinator supports the coordination, activity planning/budgeting and monitoring of BEQUAL supported initiatives at sub-national level and will be located in Khang Khai (Xiengkhouang province) TTC (with 2 other BEQUAL staff). This includes supporting small grant systems as well as financial management and reporting at sub-national level. The position will work closely with the other BEQUAL staff located at the TTC and across the three TTC locations to ensure consistent and streamlined project coordination. The position will also work closely with the Regional Implementation team in Vientiane and support the work of the education technical team.

Key Responsibilities

Key responsibilities include:

1. Support the planning, budgeting, implementation, monitoring and reporting of BEQUAL supported initiatives in relevant geographic region – ensuring all interventions uphold the principles of being gender sensitive, inclusive of people with disabilities and those from disadvantaged groups as well as being in alignment with child protection principles
2. Manage the petty cash account at the sub-national level according to BEQUAL financial policy, systems and processes.
3. Co-ordinate with the BEQUAL Vientiane Finance Team on all activities from planning and budgeting activities to acquittals ensuring information is submitted on time.
4. Support the Education Support Grants systems (ESG) at sub-national level, from planning to acquittals.
5. Provide coordination and support for BEQUAL teacher continuing professional development (CPD) activities at TTC, PESS, DESB and school level as required
6. Provide coordination and support for BEQUAL capacity building activities for teacher educators at TTC, DESB and school level.
7. Work collaboratively with the Education Technical Advisor and BEQUAL teacher education team to coordinate the organization of workshops with counterparts at TTC, PESS and DESB
8. Coordinate with the BEQUAL Operations Team in Vientiane to undertake planning and budgeting for workshops, field visits and other activities
9. Ensure gender equality and inclusive education principles are considered during implementation at the sub-national level
10. Provide financial management support to TTC, PESS and DESB to increase their understanding of and ability to utilize fundings or Education Support Grants for teacher CPD
11. Undertake field visits as needed to conduct monitoring and support to PESS and DESB for ESG implementation and other relevant activities
12. Support the establishment and maintenance of strong collaborative relationships with key TTC staff to ensure effective and shared planning and management of BEQUAL activities
13. Identify issues/risks in the delivery of BEQUAL activities in your region and report them to the Regional Implementation Manager and propose solutions where possible
14. Contribute to a culture of continuous learning by identifying areas for improvement and participating in problem solving activities.
15. Provide informal oral and written interpretation and translation assistance as needed from Lao to English and vice versa
16. Undertake other duties as required by BEQUAL management

Selection Criteria

Qualifications

- A qualification in education, financial management or project management, or equivalent professional experience.

Experience

- Field-based experience coordinating development or project activities in the education sector or another public sector in Lao PDR, in particular with Teacher Training Colleges, provincial and district authorities
- Demonstrated experience supporting the implementation of small grants mechanisms
- Demonstrated experience in planning, budgeting and acquittal of project funds
- Demonstrated experience managing administrative and operational tasks, including the ability to follow program financial management guidelines and processes
- Demonstrated experience in office management and petty cash management
- Demonstrated experience in addressing gender equality, disability, social inclusion and child protection in development programs
- Experience in coordinating and supporting activity monitoring, including data collection, management, analysis and reporting; and knowledge of KoBo toolbox or similar program
- Experienced MS Office user (Word, Excel, Power Point)
- Experience working with databases and large amounts of data

Knowledge and Skills

- Proven problem-solving skills, including the ability to conduct activities autonomously and with little direct supervision
- Understanding of the Lao education sector, especially at the sub-national level
- Excellent interpersonal skills and experience working in a multilingual and multicultural context
- Excellent MS Office skills (including Excel) and proficient in using online platforms
- Excellent communication, negotiation and relationship building skills
- Understanding of GoL education system and the role of TTCs and DESBs
- Fluency in Lao language and good English language skills, both written and oral

Personal Attributes

- Willingness to undertake frequent field travel to rural and remote districts and schools
- Ability to effectively self-manage the allocation of priorities and deadlines
- Ability to work effectively and as part of a team to deliver results on time
- Ability to work independently and in a flexible and dynamic team environment
- Ability to handle multiple tasks with attention to detail
- Commitment to working in partnership
- Strong commitment to developing the capacity of local staff and gov't officials as well as increasing local participation and leadership
- Strong commitment to complying with and implementing PSEAH (preventing sexual exploitation, abuse and harassment) policies
- Commitment to the principles of gender equality and inclusion, child protection and safeguarding, and doing no harm to the communities with which we work

Code of Conduct

In accordance with Tetra Tech's Code of Conduct and Client Service Standards, all staff are expected to display professional behaviour, communicate respectfully, and perform their duties responsibly.

Child Protection

Tetra Tech 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

Tetra Tech International Development does not discriminate on the basis of ethnicity, race, colour, religion, disability, sex, sexual orientation, gender identity or expression, national origin, veteran status, marital status, or any other identity. We strongly encourage applications from minoritized groups and promise to ensure our application process is accessible and inclusive.

Preventing Sexual Exploitation, Abuse and Harassment

Tetra Tech International Development is committed to respectful workplaces and does not tolerate sexual exploitation, abuse or harassment of any kind.

A position description is not intended to limit the scope of a position but to highlight the key aspects of the position. The requirements of the position may be altered in order to meet the changing operational needs of Tetra Tech International Development.