

# Position Description

Assistant Manager – Regional Implementation



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|-----------------------|-------------------------------------------------------------|
| <b>Position Title</b> | Assistant Manager, Regional Implementation                  |
| <b>Work Area</b>      | Basic Education Quality Access in Lao PDR (BEQUAL), Phase 2 |
| <b>Supervisor</b>     | Program Delivery and Sustainability Manager                 |
| <b>Incumbent</b>      | 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.

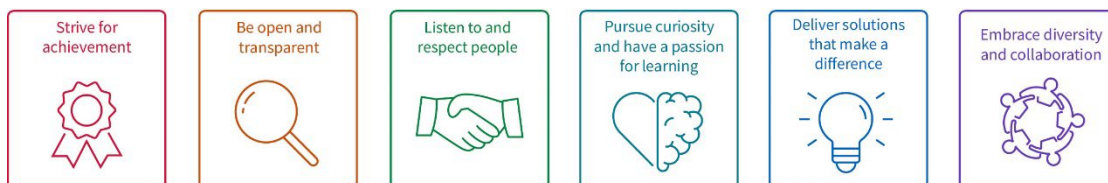
Tetra Tech International Development is part of global consulting firm Tetra Tech. The International Development team implements and manages projects designed to strengthen social and economic infrastructure and improve the lives of people in the Asia Pacific region.

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 [Work Area]

BEQUAL supports the education priorities of the Government of Laos (GoL) described in the Ministry of Education and Sports (MoES) Education, Science and Sports Sector Development Plan 2026-2030 and is aligned with the strategic directions set out in Australia's International Development Policy, Gender Equality Strategy, and Disability Equity and Rights Strategy, as well as the Australia – Laos Development Partnership Plan 2024-2029. BEQUAL partners with MoES to improve teaching quality and student engagement and learning outcomes, with a particular focus on teaching and learning resources development, teacher professional development and

management, and ensuring mainstreamed and targeted GEDSI interventions contribute towards safer and more inclusive education for all students, especially the most marginalised learners. BEQUAL Phase 2 builds on the seven years of investment and significant achievements of Phase 1.

## Purpose and Objectives

The Assistant Manager, Regional Implementation supports the effective planning, coordination and delivery of BEQUAL-supported Continuing Professional Development (CPD) activities in the relevant geographic region, with a focus on implementation support, logistics and field-level coordination. The position works closely with the Program Delivery and Sustainability Manager, government counterparts, Teacher Training Colleges (TTCs) and BEQUAL teams to support consistent and high-quality delivery, including grant implementation, monitoring, reporting and data collection. The role also contributes to effective collaboration across regional and sub-national staff, and helps ensure activities are implemented in a gender-sensitive, inclusive and child-safe manner.

## Key Responsibilities

### Key responsibilities include

1. In collaboration with the Program Delivery and Sustainability Manager, support planning, budgeting, monitoring and reporting on BEQUAL-supported initiatives in the relevant geographic region, ensuring all activities are gender-sensitive, inclusive of people with disabilities and disadvantaged groups, and aligned with child protection principles.
2. Support Department of Teacher Education (DTE), Teacher Training Colleges (TTCs), Provincial Education and Sports Service (PESS), District Education and Sports Bureaus (DESBs) and schools with the planning, implementation and monitoring of CPD activities for teachers and teacher educators, with a strong focus on effective day-to-day coordination and implementation support.
3. Support the implementation of CPD Support Grants at central and sub-national levels, including planning, coordination, documentation, monitoring and acquittal processes.
4. Provide coordination and logistical support for workshops, meetings and other activities with MoES counterparts, including technical inputs and facilitation as required.
5. Ensure close collaboration between the Vientiane-based Implementation Coordinators, TTC-based Implementation Coordinators, the Operations Team and relevant TTC, PESS and DESB staff on budgeting, planning, monitoring and acquittals, and support consistent activity delivery across sub-national locations.
6. Support the BEQUAL Monitoring, Evaluation and Learning (MEL) Team to coordinate the implementation of KoBo-based monitoring data collection in target districts and schools, including supporting government counterparts where required and providing troubleshooting support.
7. Undertake field visits as required to support data collection, monitor activity implementation and quality, and provide operational support to regional staff and government counterparts.
8. Identify issues and risks in the delivery of BEQUAL activities and report them to the Program Delivery and Sustainability Manager, proposing solutions where possible.
9. Contribute to a culture of continuous learning by identifying areas for improvement, supporting problem solving and contributing to the strengthening of implementation processes.
10. Supervise all Regional Team Implementation Coordinator positions, including undertaking performance reviews and staff management tasks as required, under the direction of the Program Delivery and Sustainability Manager.
11. Work closely with MoES and BEQUAL to ensure that all BEQUAL supported school and district level capacity development activities mainstream Gender Equality Disability and Social Inclusion (GEDSI) principles and practices, are suitable for a low resource environment, and are aligned with DFAT's child protection policy.
12. Provide informal oral and written interpretation and translation support as required, from Lao to English and English to Lao.
13. Ensure relevant activities identified in the GEDSI Strategy and Implementation Strategy are integrated into school- and district-level capacity development activities and broader program implementation.
14. Build and maintain collaborative technical relationships with key MoES stakeholders, development partners and relevant sub-national actors to support harmonised and aligned approaches in priority program areas.
15. 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

- Significant field-based experience in the education sector or another public sector in Lao PDR, in particular with provincial and district authorities as well as communities
- Demonstrated experience facilitating workshops based on principles of adult education
- Demonstrated experience managing project activities and budgets, preferably with a development project
- Demonstrated experience in activity monitoring, including data collection, management, analysis and reporting. Experience using KoBo toolbox desirable
- Demonstrated experience managing and administering small grants
- Excellent communication and interpersonal skills, including experience working in a diverse team
- Demonstrated experience in addressing gender equality, disability, social inclusion and child protection in development programs
- Good language skills (oral and written) in both Lao and English
- Experienced MS Office user (Word, Excel, Power Point)
- Experience working with databases and large amounts of data
- Established networks in the education community at either/both national and sub-national levels
- Proven problem-solving skills
- Willingness to undertake frequent field travel to other provinces, districts and schools

### 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 at national and 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

- 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.

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*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.*