

Position Description

Activity title	AAS Interview Panel Member
Project	Aus4Skills
Reports to	Program Director
Duration of Assignment	Up to 10 input days
Timing	July 2024
Location	Hanoi, Ho Chi Minh City

Working relationships include:

- The Program Director and Scholarships Manager
- Australian Department of Foreign Affairs and Trade (DFAT) through the Australian Embassy in Vietnam
- Tetra Tech International Development
- Other Interview Panel Members
- Shortlisted scholarships candidates

Program Overview

The goal of Aus4Skills is to support Vietnam to access and use high level professional and technical knowledge, skills and competencies, to contribute to the country's sustainable economic and inclusive development. The program also aims to deepen Vietnamese and Australian people-to-people and institutional links and therefore strengthen the partnership between the two countries.

Aus4Skills seeks to achieve the following three whole-of-program outcomes:

- Inclusive alumni use new skills and knowledge to make positive contributions to targeted areas of Vietnam's development;
- Selected Vietnamese Government, private sector, civil organisations and other partners demonstrate organisational through improved policies, practices or performance standards in targeted areas;
- Australia and Vietnam have stronger, sustainable links and partnerships in selected sectors and agencies.

They will be underpinned by the principle that gender equality, disability and social inclusion are integrated into all Aus4Skills activities, which are organised into five main components as follows:

1. Australia Awards Scholarships (AAS)
2. Alumni Engagement
3. Capacity Building for Higher Education
4. Promoting Industry Linkages in Vocational Education and Training (VET)
5. Vietnam Australia Centre, an initiative to foster leadership and policy development.

These component activities cover individual capacity building, organisational change and strengthening linkages between Australia and Vietnam to varying degrees.

Aus4Skills is managed by Tetra Tech International Development on behalf of Australia's Department of Foreign Affairs and Trade (DFAT).

Position Summary

The Interview Panel Member will provide expert advice and assessment for the selection of awardees through participation as a member of the selection interview panel. The Interview Panel Member will sit on a panel of three members to interview, assess, and recommend candidates regarding their suitability for an Australia Awards Scholarship to the Joint Selection Committee (JSC).

Interview format is as follows:

- 20 minutes/candidate, with 10 minutes following for panel discussions
- One 20-minute break in the morning, one in the afternoon
- Maximum 10 candidates per day

Key Responsibilities

Preparatory work:

The Interview Panel Member must be familiar with the:

- Goals, objectives and strategies of DFAT's scholarships initiative
<https://www.dfat.gov.au/people-to-people/australia-awards/australia-awards-scholarships>
- Goals, objectives and strategies of Australia Awards in Vietnam
<https://australiaawardsvietnam.org/applicants/australia-awards-scholarships/>
- Australia Awards Scholarships Policy Handbook (April 2023)
<https://www.dfat.gov.au/sites/default/files/aus-awards-scholarships-policy-handbook.pdf>
- The Intake 2024 Vietnam Country Profile, target categories, levels of study, priority sectors and targets <https://australiaawardsvietnam.org/wp-content/uploads/2023/02/australia-awards-vietnam-information-for-intake-2024-FINAL-EN.pdf>
- Any other relevant program documents supplied by Aus4Skills.

Expected deliverables:

The Interview Panel Member will be expected to deliver the following:

- Review interview guidelines and candidates' information provided to the interview panel prior to commencing interviews;
- Participate in a briefing provided by Aus4Skills in preparation for the interview and selection process;
- Participate in the interviews of shortlisted applicants, contributing to maintain a fair and transparent process to assess candidates;
- Contribute to discussions on the relative merits of candidates following guidelines agreed with the panel chairperson;
- Provide an assessment and score candidates fairly against the selection criteria with a view to reaching panel consensus on a score, comment and recommendation for each candidate;
- Demonstrate sensitivity to gender, disability and social inclusion;
- Execute the highest degree of professional integrity including neutrality and maintaining confidentiality throughout and after the nomination exercise;
- Advise the panel chairperson if there is a possible **conflict of interest** relating to a candidate to be interviewed and if necessary, withdraw from the interview for that candidate;
- When necessary, act as an interpreter between disadvantaged candidates with lower English language ability and the rest of the interview panel.
- Respond to enquiries from DFAT or other parties regarding your role in the selection process;
- Make recommendations to Aus4Skills on any improvements to the selection and interview process.

Selection Criteria

Qualifications

- Qualification at Master's level or higher from a recognised university

Experience

- Professional experience working as an academic or closely with an Vietnam tertiary institutions;
- Experience conducting selection interviews for scholarship programs or other development programs;
- Experience assessing candidates' performance and potential against set criteria;
- Experience working under pressure and to tight deadlines.

Knowledge and Skills

- Sound judgment, enabling evaluation of candidates and their potential to succeed in studies in Australia and contribute to development on completion;
- Ability to work collaboratively and objectively, with neutrality;
- Knowledge of the Australian university system;
- Knowledge of the Vietnamese education system;
- Knowledge of the development context and priorities in Vietnam;
- Knowledge of development and the Australian Government's aid priorities;
- Knowledge of DFATs policies related to gender and disability (desirable);
- Knowledge of the Australia Awards Scholarships program, especially in Vietnam.

Child Protection

Tetra Tech International Development is committed to protecting the rights of children and maintains a zero-tolerance to child abuse and exploitation. 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 Tetra Tech International Development'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 of our programs to improve the livelihoods of the world's most marginalised groups.

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.

About Tetra Tech International Development

Tetra Tech International Development 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 (now known as the Foreign and Commonwealth Development Office). Our people work side by side with local partners to support stability, economic growth and good governance, positively changing people's lives.