

# ROLE DESCRIPTION



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GREAT  
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<b>Role Title</b>	Country Director, Timor-Leste	<b>Job Ad Reference</b>	TQ2024-505
<b>Region or Business Unit</b>	TAFE Queensland International Education	<b>Location</b>	Dili, Timor-Leste
<b>Portfolio</b>	Australia Pacific Training Coalition (APTC)	<b>Manager</b>	Executive Director, APTC
<b>Classification Salary</b>	ARF C3		
<b>Employment Status</b>	Fixed-term, Full-time to 31 March 2025		

## About TAFE Queensland and the Australia Pacific Training Coalition

TAFE Queensland is the largest and most experienced Vocational Education and Training provider in the State. For more than 140 years, TAFE Queensland has delivered practical and industry-relevant training to provide students with the skills and experience they need to build lifelong careers. Our training is delivered to students and apprentices on-site, online, in the workplace, on-campus and in markets offshore to give people the skills they need to enrich their communities, support their industries and strengthen their local economies.

TAFE Queensland also implements the Australia Pacific Training Coalition (APTC) on behalf of the Department of Foreign Affairs and Trade (DFAT). APTC is a centre for training excellence, providing Australian-standard training qualifications and skills across the Pacific and Timor-Leste. As Australia's key Technical and Vocational Education and Training (TVET) investment in the region, APTC works collaboratively with TVET stakeholders to achieve training delivery outcomes and reforms to national and regional TVET systems.

APTC has country offices in Fiji, Vanuatu, PNG, Samoa, Solomon Islands and Timor-Leste and representatives in Kiribati, Nauru, Tonga and Tuvalu. The Country Offices are supported by a range of services provided from a regional head office located in Suva, Fiji.

By working at TAFE Queensland, you can be part of a highly experienced workforce closely connected with their industries and dedicated to delivering best practices and innovative training for our students, TVET partners and the Government of Australia.

For more information about TAFE Queensland visit: [www.tafeqld.edu.au](http://www.tafeqld.edu.au)

For more information about the APTC visit: [www.aptc.edu.au](http://www.aptc.edu.au)

## Your Opportunity

The Country Director has responsibility for transitioning APTC from an Australian technical college to a vehicle for forging coalitions with partner institutions, industry/enterprises, and the Governments of Timor-Leste to achieve sustainable country driven TVET reform.

The Country Director will be politically astute and well-connected in the Pacific. In this role you will have a sound understanding of the local context and enhanced capability for 'thinking, working politically'. You will ensure continued quality delivery of training programs most relevant to national and international labour market needs whilst engaging nationally and negotiating partnerships and coalitions with stakeholders interested in and critical to, reform of TVET in Timor-Leste.

The Country Director will work cohesively as part of the APTC Senior Leadership Team and has overall responsibility for ensuring the successful operation of APTC against its goals and objectives, including discussion with DFAT and other key stakeholders on the strategic and longer-term direction for TVET provision in Timor-Leste.

## **Key Responsibilities**

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### **Stakeholder Relationships**

- Manage effective stakeholder relationships with the Government of Timor-Leste, DFAT Post, other regional and bilateral TVET programs, development partners, industry groups and national TVET institutions;
- Represent APTC at high-level official meetings and functions, the Joint Steering Committee, the Joint Management Committee with partner institutes and at other meetings as required with DFAT, Governments of Timor-Leste or other stakeholders;
- Develop and maintain engagement and strategic communication with government, employer and community stakeholders, and the Pacific Labour Facility to identify current and future labour demand, meet current training requirements and foster a culture of co-investment to the cost of training;
- Work with partner institutes, government, regulatory authorities and other key TVET stakeholders to establish long-term partnerships with Timor-Leste TVET institutions with a demonstrated commitment to TVET reform by working together to develop capacity in quality TVET delivery, meeting both national and international standards;
- Identify opportunities for supporting formal and informal coalitions of like-minded reform champions for a more skilled, inclusive and productive workforce; and
- Work closely with other APTC Country Directors and Executive to support regional issues and TVET reform.

### **Quality TVET Training Delivery**

- Manage the delivery of accredited training of Australian Qualification Framework (AQF) Certificate to Diploma including skills sets, ensuring high quality, ASQA compliant, flexible and innovative training delivery and assessment practices at both APTC and partner institute locations;
- Work with the Director Skills & Systems Strengthening to develop courses that meet national and international labour market demand for skills and qualifications including Recognition of Prior Learning services, flexible, off-the-job or on-the-job training delivery;
- Manage the gradual transition of training delivery to APTC partners, ensuring the maintenance of ASQA compliance where delivery is auspiced through TAFE Queensland and quality delivery to Australian standards; and
- Identify and implement vocational education and training change management initiatives, particularly in the development of culturally appropriate flexible and e-learning delivery.

### **Strategy, Communications, Monitoring and Evaluation**

- In collaboration with the Director Skills & Systems Strengthening, develop a Timor-Leste Transition Plan outlining pathway to transition APTC Timor-Leste to a training coalition;
- Conduct Timor-Leste labour market analysis to determine demand for TVET courses and skills sets to enable the Annual Training Profiles - Domestic and International to accurately reflect demand;
- Ensure that gender, equity and social inclusion policy is implemented in all Timor-Leste activities;
- Manage monitoring and evaluation activities in conjunction with the Director Skills & Systems Strengthening, to prepare monitoring and evaluation reports against the APTC Monitoring, Evaluation and Learning Framework, specified milestone reports and other reporting requirements; and
- In conjunction with the Marketing & Communications unit, develop and promote APTC through context specific communications to re-frame the APTC story, improve visibility and increase the number of fee-paying students, and the co-investment from other targeted groups.

### **APTC Country Office Operations**

- Provide leadership and operational management to the team of training and administrative staff in Timor-Leste, for the benefit of students, employers, industry, community and program stakeholders;
- Ensure effective risk management;
- Manage the financial sustainability of APTC through improving the cost-effectiveness and value for money of all APTC operations including:

- Effective monitoring, tracking, analysis and control of the country budget
- Sourcing appropriate business development opportunities and identifying opportunities for co-investment from all stakeholders
- Development of commercial and co-investment activities in line with APTC policy
- Managing the successful implementation of co-investment and commercial activities
- Manage the provision of secretariat services to the Joint Steering Committee and Joint Management Committee.

## How you will be assessed

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Within the context of the role description, the ideal applicant will be someone who has the following key capabilities:

### Qualifications, experience and knowledge

1. Tertiary qualification in international development or education or another relevant discipline such as political science, international business or change management.
2. Extensive demonstrated experience leading and managing in a complex environment.
3. Established conceptual, analytical and Thinking and Working Politically (TWP) skills including the ability to identify emerging issues, and expertise to resolve operational issues and manage innovative solutions to complex problems in an adaptive manner.
4. Practical experience in negotiating and developing new business opportunities as demonstrated through industry relationships management.
5. Experience working in the Pacific, preferably in TVET management or a development program.
6. Proven ability to establish priorities, organise and manage staff performance, achieve end-of-program objectives and to meet tight deadlines within a complex organisation.
7. Excellent verbal, written and ICT skills, stakeholder and relationship management skills, change management skills and an ability to prepare high-level responses and reports.

### Personal attributes

1. Willingness and ability to facilitate rather than direct, to provide support and systems to build staff and partners' confidence and skills to work in an adaptive manner and to work beyond self-interest.
2. Strong commitment to reform and Pacific skills development
3. Highly developed interpersonal communication skills with proven experience in building and sustaining productive internal and external stakeholder relationships and developing relationships of trust with partners and counterparts.
4. Demonstrated cultural awareness and sensitivity and proven ability to work with people from diverse cultural and linguistic backgrounds and diversity of age, gender and ability.
5. Ability to work through uncertainty, collaboratively and with creativity to support the achievement of shared objectives.

## Qualifications / Requirements

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*Highly desirable requirements:*

1. Experience working within an educational organization, preferably TVET.
2. Experience working on an aid funded project, preferably Australian Government.

## How to Apply

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*To apply for this role, please provide the following:*

- A covering letter that outlines your proven knowledge, skills and experience in response to the "How you will be assessed" criteria above (maximum of 2 pages).
- A current detailed Curriculum Vitae/Resume which outlines your relevant work experience and any other information that is relevant to this role. Please include copies of relevant qualifications and the contact details of two referees (one of whom is your current supervisor/manager).

### **For further information, please contact:**

Carmel Nee, Regional Operations Director

Email: [carmel.nee@aptc.edu.au](mailto:carmel.nee@aptc.edu.au)

## **Additional Information**

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- The incumbent can expect to be allocated duties not specifically mentioned in this document but within the capacity, qualifications and experience normally expected from persons occupying positions at this level.
- The incumbent is expected to be collaborative, flexible and willing to assist others during peak periods and absences, as required.
- A criminal history check will be initiated on the preferred applicant.
- The successful applicant will be required to complete a period of probation.
- The possession of a motor vehicle driver's licence is essential.
- If the preferred applicant has been engaged as a lobbyist, a statement of their employment will be required.
- A non-smoking policy applies in APTC buildings, offices and motor vehicles.
- The preferred applicant maybe required to obtain a Working with Children's Check
- You may be required to undergo a medical check.
- You may be required to travel and work across various APTC locations.
- Travel and overnight absences from base may be required for this position.