

Terms of Reference: STA Infrastructure Project Manager

Location	Home based, with ability to travel across the Pacific region and Timor-Leste as required
Duration	Up to 180 days for a period of 24 months, with possibility for extension
Supervisor / Manager	Director of Operations

Pacific Australia Skills

Pacific Australia Skills is a significant Australian investment which stands to make a major contribution to supporting social and economic growth in the region through strengthening the skills and training sector across Timor-Leste and the Pacific. Pacific Australia Skills builds on the achievements of prior Australian Government support for skills and training in Timor-Leste.

Objectives of Role

Pacific Australia Skills has an emerging number of construction and renovation-focussed needs across the different country teams. The program requires a suitably experienced Project Manager and quality surveying specialist to provide technical advice to both leaders and program delivery teams, largely focussing on procurement, project management and construction supervision. This role will support Pacific Australia Skills to appropriately manage risks associated with construction and renovation. The role will work across country teams, with some short-term in-country travel if required. The Infrastructure Project Manager will report to Director of Operations.

Roles and Responsibilities

- Support Pacific Australia Skills' delivery teams at the country level during procurement of contractors inclusive of reviewing proposals on a Technical Assessment Panel and assisting with contract negotiations with contractors.
- Provide construction management advice and inputs, including preparing or reviewing construction contracts, and contributing to the development of contract forms where required.
- Provide quantity surveying advice and support, including reviewing cost estimates at various stages of project development.
- Provide procurement and project management advice and support, including reviewing project plans and procurement strategies, and undertaking a review of the Scope of Works.
- Review and advise on engagements with consultant designers, including advising on contract terms and supporting teams with issues. If required, undertake the role of Project Manager for a construction or renovation project, either at a country level or regional level for the program.
- Contribute to Pacific Australia Skills' project risk reviews of projects, including supporting the review of documented risk management policies, accessibility audits, office fit outs and other such projects.
- Provide advisory support on issues relating to Principal and Superintendent responsibilities.
- Support development and delivery of training to program personnel on various elements of project management
- Support the development and implementation of appropriate QA systems and processes relating to infrastructure and construction in DFAT-funded programs of works

- Liaise with internal or external legal counsel as required in relation to product development, contract matters or issues management
- Other tasks as directed by the Director of Operations.

Selection Criteria

Essential Experience and Knowledge

- Relevant tertiary qualifications, and experience in a similar role within an international development context.
- Understanding of and commitment to Gender Equality, Disability and Social Inclusion (GEDSI), Child Protection, Prevention of Sexual Exploitation, Abuse and Harassment (PSEAH), prevention of human trafficking, environmental protection, anti-corruption and other DFAT safeguarding policies.
- People with lived experience of the regions in which Pacific Australia Skills operate are strongly encouraged to apply.

Desirable Requirements:

- Experience working within an educational organisation, preferably TVET.
- DT Global strongly encourages applications from individuals with diverse backgrounds including first nations, diverse SOGIESC and people with disabilities.

About DT Global

At DT Global Asia Pacific, we aim to positively impact people's lives through delivery excellence. As a leading implementing partner across Asia and the Pacific, we co-create locally led solutions in partnership with governments, communities, and stakeholders. We bring together talented teams and deep regional expertise to deliver initiatives that promote inclusive economic growth, essential services, and resilient, secure communities. With over 1,500 staff, experts in 22+ countries and more than 60 years of development experience, we tackle complex community, national and transnational challenges — from governance and justice systems to climate resilience, infrastructure and social equity — with innovative thinking and a commitment to long-term impact.

For more information, please see www.dt-global.com

Other Information

Amendments to the position's terms of reference may be made during the period of the engagement as required.

DT Global is deeply committed to safeguarding, which refers to how we keep people and the environment safe from harm. This includes children and vulnerable groups that we interact with as beneficiaries; partners who we collaborate with to deliver our programs; government stakeholders who we support; and importantly, our own personnel.

We take a zero-tolerance approach to sexual exploitation, abuse and harm of adults and children; fraud, corruption and bribery; modern slavery; and any form of exploitation across our operations, partnerships, and supply chains. We uphold the highest standards of integrity and expect the same of those we work with.

Engagement with DT Global is subject to formal background screening, criminal record checks, employment verification, and periodic compliance checks. All DT Global staff receive safety, compliance, safeguarding and integrity training, and we expect our personnel and partners to always act in alignment with our company values.