Position Description

Position Title	Alumni Database cleaning consultant (Cambodian National)
Project	Australia Awards Cambodia
Reports to	Team Leader
Duration of Assignment	60 days, commencing in January 2024
Location	Phnom Penh, Cambodia

Program Overview

Australia Awards Cambodia (AAC) is a multi-year program (June 2018 - May 2026) managed by Tetra Tech International Development on behalf of the Australian Government, Department of Foreign Affairs and Trade (DFAT).

AAC provides access to prestigious long and short-term study and training opportunities consistent with the Australia Awards Global Strategic Framework (2021-2024). AAC also delivers a range of activities that support the achievement of the investment's objectives, including:

1. English language and pre-departure training
2. Equity Pathway Program and activities to support equity of access for women, people with disability and people from provincial locations
3. On-award enrichment activities
4. Alumni engagement activities.

Across the 2021/22 to 2023/24 financial years, AAC is also delivering the Building Human Capacity Pillar of the Mekong-Australia Partnership (MAP). A key aim of this investment is to build the human resource capacity of partner countries in the Mekong sub region (Cambodia, Myanmar, Vietnam, Laos, Thailand), contributing to development, prosperity and resilience. A second aim of this investment is to provide opportunities for strengthening strategic partnerships with Australia, and for future men and women leaders and decision-makers in the sub region to be positively disposed to Australia.

AAC is responsible for managing the delivery of a portfolio of MAP-funded activities for Cambodia including scholarships, short courses and training opportunities in target sectors and partner organisations.

Participants of AAC activities, as well as other beneficiaries of Australian education, (together "Alumni") are recorded in an AAC-managed MS Access database.

Position Summary

Access to up-to-date and high-quality (accuracy, integrity, and completeness) Alumni data is critical for efficient and effective AAC operations, including the ability to respond in a timely manner to stakeholders' requests for information.

The Alumni Database cleaning consultant will assist in the quality cleaning, editing and updating of data in the MS Access alumni database.

Key Responsibilities

Duties include:

- review the current state of the data in the database and identify errors, inconsistencies, and/or redundancies in the data in the database (current workplace, contact details etc)
- perform backup operations to ensure the safety and integrity of the data before making any changes
- use appropriate tools and methods to clean, validate, and standardise the data according to the established rules and procedures
- update the database with new, modified, or deleted records as needed, and ensure that the changes are reflected in all relevant tables and views
- document the cleaning and updating process and report any issues or challenges encountered along the way
- test the functionality and performance of the database after the cleaning and update, and verify that the data quality and accuracy are improved
- carry out other activities as reasonably required in the process of Data cleaning process

Selection Criteria

Qualifications

- Tertiary qualifications in a relevant field (e.g. data management, IT)

Experience and Knowledge

- Over 5 years of experience in data quality management, data cleansing, and data validation
- Familiar with various data sources and formats, such as MS ACCESS and Excel
- Led a team of 2 data quality analysts to ensure the accuracy and completeness of the alumni database for a large up to date
- Implemented data quality rules, standards, and best practices to maintain the integrity and consistency of the alumni database
- Performed data audits, quality checks, and corrections to identify and resolve any data issues or anomalies
- Generated data quality reports and dashboards to monitor and communicate the status and progress of the data quality projects
- Collaborated with the AAC team to understand the data needs and requirements Provided training and guidance to AAC staff on data quality tools and processes

Knowledge and Skills

- High-level data management and presentation skills
- Demonstrated planning skills
- An understanding of the Australian Higher Education sector is desirable

Child Protection

Tetra Tech International Development 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

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.

How to apply

Interested qualified candidates are invited to submit your Cover letter and CV, detailing what skills, knowledge , and experience you will bring to the role via email to Alumni@australiaawardscambodia.org by Sunday, 10 Dec 2023

For further enquiry please direct to the above email or Ph +855 12 635 306 | +855 15 301 127