

POSITION DESCRIPTION

POSITION TITLE:	Malaria Parasitology: Program Coordinator
DIVISION / SECTION:	Global and Tropical Health (GTH)
SUPERVISOR:	GTH Business Manager
CLASSIFICATION LEVEL:	GSL 6/7
SALARY RANGE:	\$67,988 - \$82,067
STATUS (FTE):	1.0 FTE
NO. OF POSITIONS REPORTING DIRECTLY:	0
NO. OF POSITIONS REPORTING INDIRECTLY:	0

SUMMARY OF POSITION:

Over the last decade, great gains have been made in reducing the burden of malaria. But these achievements are largely restricted to falciparum malaria whereas vivax malaria has been relatively neglected. The successful control and ultimate elimination of vivax malaria hinges upon the radical cure of infection, which requires killing of the blood and the dormant liver stages of the parasite.

The Global and Tropical Health Division of the Menzies School of Health Research has recently embarked upon a major research agenda to optimise the use of primaquine for the radical cure of *P. vivax* malaria. The research program includes a range of projects funded by a number of global partners including the Bill and Melinda Gates Foundation, the UK Medical Research Council, the Australian National Health and Medical Research Council (NHMRC) and the Wellcome Trust (UK). The program maintains collaborative relationships with the Mahidol Oxford Medical Research Unit (MORU) in Thailand, the 14 partner countries of the Asia Pacific Malaria Elimination Network (APMEN), the Sanger Institute (UK), the Medicines for Malaria Venture (MMV) in Switzerland and numerous research institutions.

The main objective of the position is to provide administrative and project management support for clinical trials and research projects in the Malaria Parasitology team. This position will be based in the Global and Tropical Health (GTH) Division of Menzies School of Health Research in Darwin, Australia, under the supervision of the GTH Business Manager.

PRIMARY RESPONSIBILITIES:

1. Prepare and monitor project budgets, coordinate invoicing, payments, and financial acquittals with the Finance department to meet contractual requirements.
2. Support the Parasitology research group with administration of human resource tasks (e.g. recruitment of consultants, casual staff, and support to visiting academics) in accordance with Menzies policies and procedures.
3. Liaise with the Legal department to assist researchers in the preparation and monitoring of contracts.
4. Maintain effective relationships and communication processes with internal and external stakeholders (such as Menzies staff, funding bodies, research collaborators).
5. Support the researchers by coordinating the submission of progress and annual reports to funding bodies and ethical approval committees, and other administrative tasks as required.
6. Maintain project specific e-filing systems and relevant databases for all ethical approvals, funding and contractual agreements.
7. Ensure that all aspects of all projects are compliant with Menzies policy and procedures.

8. Provide management support to other global health projects as required.
9. Any other tasks as reasonably required by the supervisor, manager and/or Director.

SELECTION CRITERIA:

Essential:

1. Demonstrated project/program coordination skills, ideally in the field of health or research, including an understanding of financial, human resources, legal and donor requirements.
2. Demonstrated high level skills and experience in financial management, including preparation of budgets, invoicing, payments and acquittals.
3. Demonstrated high level computer literacy including expertise in excel (preferably at advanced level) and word processing.
4. Demonstrated understanding of the legal requirements associated with the preparation and follow-up of contracts, ideally in a medical research environment.
5. Excellent writing skills, including the ability to draft and distribute correspondence (e.g. letters, newsletters, reports) in accordance with required formats.
6. Highly developed interpersonal and communication skills including the ability to liaise and interact effectively with Australian and overseas funding bodies, research collaborators, partners and sub-contractors from a diverse range of backgrounds.
7. Well-developed organisational skills and the ability to effectively prioritise workloads, to work under pressure to meet tight deadlines and to complete tasks with minimal supervision.
8. Tertiary qualifications in a relevant discipline, such as health or management
9. Ability to travel internationally, if required.
10. An understanding and awareness of relevant Workplace Health and Safety as well as Equal Opportunity principles and legislation along with a commitment to maintaining a healthy and safe workplace for all Menzies staff, students, volunteers and visitors.

Desirable:

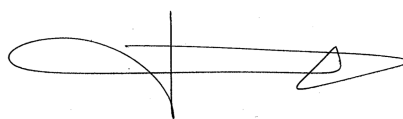
1. Experience working in medical research and/or program management, ideally in an international context.
2. Proven experience in working with remote teams

Approval:

Business Manager

Signature

Date



29/1/15

Prof. Ric Price
Principal Research Fellow

Signature

Date



29/1/15

GSL 6-7

PACKAGE COMPONENT	Minimum Value GSL 6/1 (\$)	Maximum Value GSL 7/4 (\$)
Gross Salary (position advertised accross General Staff Levels 6 & 7)	\$ 67,998.00	\$ 82,067.00
Superannuation (14% superannuation contribution depends on employee contributing 3% of pre tax salary)	\$ 9,519.72	\$ 11,489.38
Salary Packaging Grossed Up (Based on utilising the full \$16,040 salary packaging component plus the \$5000 Meal Entertainment Card.)	\$ 11,114.50	\$ 11,273.28
Leave Loading (Payable on the first occasion that an employee takes annual leave after the completion of a full 12 months accrual)	\$ 1,368.65	\$ 1,411.00
Total Salary Package	\$ 90,000.87	\$ 106,240.66