

## POSITION DESCRIPTION

POSITION TITLE:	Coordinator - Timor Leste Projects
DIVISION:	Global and Tropical Health
SUPERVISOR:	Business Manager, Global and Tropical Health
CLASSIFICATION LEVEL:	GSL 7
SALARY RANGE:	\$84,184 - \$91,359
STATUS (FTE):	Full Time
NO. OF POSITIONS REPORTING DIRECTLY:	0
NO. OF POSITIONS REPORTING INDIRECTLY:	0

### **ABOUT MENZIES:**

Menzies School of Health Research is one of Australia's leading medical research institutes dedicated to improving Indigenous, global and tropical health. Menzies has a history of over 30 years of scientific discovery and public health achievement. Menzies works at the frontline, joining with partners across the Asia-Pacific as well as Indigenous communities across northern and central Australia.

### **SUMMARY OF POSITION:**

The Global and Tropical Health (GTH) Division is committed to tackling key areas of public health concern that impact on the health and wellbeing of people and communities across northern Australia and the Asia-Pacific region. With a focus on translational research we shape our research program through close collaboration with a diverse range of healthcare providers, policy makers and researchers, to target priority health issues. Our aim is to find meaningful and relevant ways to improve the health of people in our region.

This position supports the implementation of health system strengthening projects in Timor Leste (STRONG TL and The Fleming Fund Country Grant). The Program Coordinator will provide administration and logistic support to the project leaders, ensuring that project activities are effectively coordinated and delivered in accordance with donor and country recipient requirements and Menzies' policies and approved practices. The Program Coordinator will play a key role in the coordination of activity between Dili and Darwin.

STRONG-TL (Surveillance Training, Research Opportunities and National Guidelines for communicable disease control in Timor-Leste) will address key health system needs (surveillance, research and guidelines) to build capacity to manage Timor Leste's burden of communicable diseases. The focus of the first Fleming Fund Country Grant for Timor-Leste is strengthening the antimicrobial resistance (AMR) and antimicrobial use (AMU) surveillance systems and antimicrobial consumption (AMC) data capture in both the human and animal health sectors. The project will facilitate a stronger One Health approach to surveillance, bringing together multi-sectoral stakeholders to share surveillance data and gain a better understanding of AMR, AMU and AMC. The Project is funded for two years.

This position is based in Darwin, Australia. It may require occasional travel to Timor Leste, for up to 5 days twice a year.

**Aboriginal and/or Torres Strait Islander people are strongly encouraged to apply**

## **PRIMARY RESPONSIBILITIES:**

1. Under the direction of the project leaders and in collaboration with the Project Coordinator - Dili, undertake the overall coordination of the projects, including liaison with collaborators, staff and funding bodies.
2. Under the direction of the project leaders and in collaboration with the GTH Business Manager and Project Officer, support travel, logistics, finance, international liaison, immigration, customs and supply requires of the projects.
3. In conjunction with Menzies laboratory staff, assist in the administrative requirements for shipment of supplies and equipment to and from Timor Leste.
4. Liaise closely with Menzies Corporate Services and research administration regarding all aspects of project activity ensuring that administration is conducted in accordance with donor requirements and Menzies Policy and practice. Corporate services include Finance (procurement, budgeting, financial reporting and forecasting), Legal (contract management), Human Resources and Operations and Communications (internal and external communications and events).
5. Assist the project leaders with reporting requirements for funders, collaborators, and internal Menzies purposes.
6. Support project administration staff based in Timor Leste.
7. Any other tasks as reasonably required by the supervisor, Division Leader and/or Director.

## **SELECTION CRITERIA:**

### **Essential:**

1. Relevant tertiary qualification and at least 4 years subsequent experience in a health related field.
2. Proven coordination and project management skills, including managing contract and donor requirements in compliance with relevant legislation and policies.
3. Financial management skills, including procurement, budget preparation, financial reporting and forecasting and experience working across multiple currencies.
4. Proven high level report writing skills and the ability to correspond with stakeholders, manage sensitive issues and maintain confidentiality.
5. Demonstrated organisational skills, the ability to prioritise workloads and to work independently, with minimal guidance in a fast paced environment whilst achieving results and meeting tight deadlines.
6. Strong communication, negotiation and liaison skills, especially in a cross-cultural setting and the ability to interact effectively with people from diverse cultures.
7. Willingness and ability to travel to Timor Leste for up to 5 days approximately twice a year.
8. 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 Timor Leste and / or other resource-limited settings

---

### **Approval:**

Approved by: Menzies Human Resources

Date: 15 May 2019

**GSL 7**

<b>PACKAGE COMPONENT</b>	<b>Minimum Value GSL 7/1 (\$)</b>	<b>Maximum Value GSL 7/4 (\$)</b>
<b>Gross Salary</b> (position advertised as General Staff Level 7)	84,184	91,359
<b>Superannuation</b> (14% superannuation contribution depends on employee contributing 3% of pre tax salary)	11,786	12,790
<b>Salary Packaging Grossed Up</b> (Based on utilising the full \$15,900 salary packaging component plus the \$2,550 Meal Entertainment Card.)	9,765	9,765
<b>Leave Loading</b> (Payable on the last pay before Christmas (first year will be a pro rata payment))	1,664	1,664
<b>Total Salary Package</b>	<b>107,399</b>	<b>115,578</b>