

## POSITION DESCRIPTION

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| POSITION TITLE:                        | Country Manager; Timor-Leste Projects                   |
| DIVISION / SECTION:                    | Global and Tropical Health                              |
| SUPERVISOR:                            | Project Lead Fleming Fund /STRONG TL chief investigator |
| SALARY:                                | Negotiable  |
| STATUS (FTE):                          | 1 FTE   |
| LOCATION:                              | Dili, Timor-Leste                                       |
| CONTRACT PERIOD:                       | Fixed-term to June 2021                                 |
| NO. OF POSITIONS REPORTING DIRECTLY:   | 4   |
| NO. OF POSITIONS REPORTING INDIRECTLY: | 11  |

### 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, working with partners across the Asia-Pacific as well as Indigenous communities across northern and central Australia.

### THE PROJECTS:

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.

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.

### SUMMARY OF POSITION:

This position supports the establishment and operation of a Menzies office in Timor-Leste and the implementation of health system strengthening projects, STRONG TL and The Fleming Fund Country Grant to Timor-Leste. The Country Manager will provide overall leadership of the Menzies Timor-Leste office, ensuring that project activities are effectively coordinated and delivered in accordance with donor and country recipient requirements and Menzies' policies.

The Country Manager will be the Legal Representative for Menzies in Timor-Leste, in accordance with Timorese legislation, and will exercise duties and responsibilities as Legal Representative under the direction and guidance of Menzies Executive Management and Menzies policies.

The position will be based in Dili, Timor-Leste.

## **PRIMARY RESPONSIBILITIES:**

### **1. Menzies Timor-Leste Country Office Leadership**

- Lead the development of a cohesive, focused and effective Country Office team aligned to Menzies' mission, purpose and values and the organisation's strategic objectives, with a focus on building capacity of staff within the team.
- Contribute to strategic planning and discussions about Menzies' activity in Timor-Leste with a view to enhancing sustainability and impact.
- As Menzies' Legal Representative in Timor-Leste, and in accordance with Menzies legal review procedures, policies, direction and guidance from Menzies Executive Management and delegated authority, execute contracts and agreements and represent Menzies in Timor-Leste as required and appropriate.

### **2. Human resource management**

- Oversight of human resources in the Timor-Leste office, including recruitment, induction and performance management of staff.
- Ensure line management and supervision arrangements are in place for all Menzies staff and volunteers in Timor-Leste.
- Lead the creation and maintenance of a safe work environment in accordance with relevant legislation, policies and procedures.
- Ensure that Menzies meets its obligations to funders, including those related to gender equality, diversity and child protection.

### **3. Stakeholder relationship management**

- Build and maintain productive relationships and networks with government agencies, funding agencies and other stakeholders in Timor-Leste, to promote an understanding of Menzies' work and to facilitate ongoing collaboration.
- Facilitate appropriate representation of Menzies in relevant health policy, coordination and information sharing forums.

### **4. Financial management and accountability**

- Ensure financial management and reporting complies with donor and Menzies policies and procedures, including review and approval of financial requests and reports.
- Support the development of financial management capability of the country finance team and the Finance Officers, and contribute to the establishment of and ensure adherence with controls and procedures designed to safeguard assets.
- Take responsibility for budgeting, forecasting and project expenditure, and the planning requirements of the Timor-Leste office.
- Oversee the operation and maintenance of Menzies bank account in Timor-Leste and ensure compliance with Menzies policies and procedures.
- Provide oversight for the management of Menzies and project assets, including the maintenance of an accurate and up-to date Asset Register.

### **5. Project management**

- Establish and maintain systems to ensure effective project management, implementation and contract compliance, including regular monitoring and review cycles.
- Ensure that projects are developed and implemented in line with Menzies policies and procedures, and compliant with Timor-Leste Laws, that research projects have appropriate ethical and technical approvals and that project milestones are met on time and within budget.

- Facilitate trouble shooting if problems are identified for specific programs or projects, reporting to the supervisor and Business Manager Global and Tropical Health on matters of significance.
- Oversee program and project evaluations and incorporate evaluation results into plans for subsequent activities.

#### **6. Risk Management**

- Design and monitor a risk mitigation plan and immediately inform project leaders and Business Manager GTH, if issues arise which may result in strategic, operational, financial or reputational risk to Menzies or to specific projects.

#### **7. Other responsibilities**

- Any other tasks as reasonably required by the supervisor, Global and Tropical Health Division Leader and/or Menzies Director.

### **SELECTION CRITERIA:**

#### **Essential:**

1. Relevant tertiary qualification in public health, international development or a related field and at least five years' experience working in a leadership role including project management for international development or health programs.
2. Demonstrated ability to manage a large team and to be both a strategic leader and an effective office manager.
3. Proven experience in managing complex projects involving a range of stakeholders.
4. Demonstrated financial management experience.
5. Fluent in English and Tetum.
6. Proven ability to establish and develop productive partnerships, manage sensitive issues and maintain confidentiality.
7. Strong communication, negotiation and liaison skills, especially in a cross-cultural setting, and the ability to interact effectively with people from diverse cultures.
8. Initiative, good judgement and strong problem-solving skills with demonstrated ability to work under broad direction as part of a multidisciplinary team.
9. Demonstrated ability to think analytically and critically and to synthesize relevant data in the stated area(s) of interest.
10. Undertake a National Police Clearance and be able to obtain working rights in East Timor.
11. Ability to travel to Australia twice a year as required for between 3 and 7 days at a time.
12. 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:**

13. Ability to communicate in Bahasa Indonesian and/or Portuguese an advantage.
14. High-level expertise in health systems strengthening and capacity development in Timor-Leste.

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Approved by: Menzies Human Resources

Date: 4 September 2019