

## POSITION DESCRIPTION

<b>Position Title:</b>	Senior Scientist		
<b>Division/Unit:</b>	Global and Tropical Health Division		
<b>Report to (Role):</b>	<i>Senior Laboratory Technical Advisor</i>		
<b>Classification Level:</b>	Category <b>F1A1</b>		
<b>Status (FTE):</b>	1.0FTE	<b>Location:</b>	Dili, Timor-Leste
<b>Number of positions supervised:</b>	Directly: <b>1</b>		
	Indirectly: 0		
<b>Special Provisions:</b>	<ul style="list-style-type: none"> <li>Vaccinated against COVID-19 and ability to provide suitable evidence to Human Resources.</li> <li>Willingness to travel to municipalities via car, boat, and light aircraft.</li> </ul>		

### ABOUT MENZIES:

As one of Australia's leading medical research institutes dedicated to improving the health and wellbeing of Aboriginal and Torres Strait Islander Peoples, and a leader in global and tropical research into life-threatening illnesses, Menzies School of Health Research continues to translate its research into effective partnerships and programs in communities across Australia and the Asia-Pacific region.

### SUMMARY OF THE POSITION:

**This position will support Menzies work in the National Health Laboratory in Timor-Leste. Specific project details are included in the statement of duties.**

The Senior Scientist will be supervised by *Senior Laboratory Technical Advisor*.

The Scientist will provide overall support and coordination for research activity implementation at LNS for all Menzies supported research projects. The Senior Scientist will work alongside LNS scientists in projects aimed at strengthening diagnosis and surveillance of disease in Timor-Leste. The Scientist will contribute to data collection, addressing quality control issues, assist with the implementation of guidelines and protocols, support training for laboratory scientists within LNS and referral hospitals across Timor-Leste, and liaise with research leads to determine appropriate protocols and procedures for individual projects.

### PRIMARY RESPONSIBILITIES:

The following key responsibilities are not exhaustive and may include others as directed by the Senior Laboratory Technical Advisor at Menzies School of Health Research Timor-Leste.

#### VISIT US

Rua de Be-Mori No.83  
 Bidau Lecidere, Nain Feto  
 Dili, Timor-Leste

#### CONTACT

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- Participate in laboratory capacity building activities focused on research, quality assurance and the introduction of new laboratory equipment and tests.
- Support processing of laboratory tests for routine diagnostic testing as well as approved epidemiological, clinical and laboratory research studies associated with Menzies Timor-Leste projects.
- Lead in coordination of the collection and storage of significant isolates and laboratory data for all approved research studies.
- Work with the laboratory and project teams to meet the monitoring, evaluation, and reporting requirements of relevant funders
- Develop productive, cooperative working relationships with directors and other members of the LNS, and Menzies Timor-Leste as well as any other external collaborators.
- Assist with the conduct of research studies, as required.
- Demonstrate and maintain 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.
- Any other tasks as reasonably required by the Supervisor, Project Leads or Country Manager.

#### SELECTION CRITERIA:

<b>1</b>	<b>Qualifications:</b>	Relevant qualification in medical laboratory science or health research and relevant experience in a diagnostic laboratory.
<b>2</b>	<b>Essential Criteria:</b>	<ul style="list-style-type: none"> <li>a) Demonstrated experience in medical laboratory science in Timor-Leste.</li> <li>b) Experience in the management of laboratory research samples, including registration, processing and storage.</li> <li>c) Demonstrated leadership experience.</li> <li>d) Demonstrated experience in teaching, training and/or mentoring other laboratory scientists.</li> <li>e) Demonstrated capacity to work independently without direct supervision under broad direction and as part of a team.</li> <li>f) Demonstrated initiative, good judgement, strong problem-solving skills, strong work ethic and flexibility with work tasks.</li> <li>g) Demonstrated ability to assess and establish priorities, manage competing deadlines against expected timeframes, while maintaining accuracy and quality.</li> <li>h) Ability to manage sensitive issues and maintain confidentiality.</li> <li>i) Demonstrated experience and competency with a range of computer software including the Microsoft Office Suite and Laboratory Information Management Systems (LIMS).</li> <li>j) Ability to build relationships within an organisation and collaborative external partnerships. Well-developed capacity to consult, collaborate and negotiate effectively with people from diverse cultures and a wide range of stakeholders.</li> <li>k) Excellent written and verbal communication skills in Tetun, and ability to communicate verbally in English.</li> <li>l) Willingness to learn, continuously improve and respond positively to feedback and supervision.</li> <li>m) Hold or be able to obtain a National Police Clearance certificate.</li> </ul>

		n) Understanding of and commitment to Menzies values, the principles of Equal Opportunity and contributing to a safe and inclusive workplace.
<b>3</b>	<b>Desirable Criteria:</b>	a) Good written communication in English

**COVID-19 Safety Requirements:**

1. Menzies encourages all staff to be fully vaccinated in accordance with the latest guidance and recommendations for COVID-19 vaccination in Timor-Leste.
2. Menzies requires all staff to implement, as directed, risk control strategies that provide them with protection from COVID-19 in the workplace such as good hygiene practices, mask wearing, physical distancing and any other reasonable direction.

**STATEMENT OF DUTIES: Senior Scientist**

**Specific responsibilities for the project(s) will include:**

- Assist in the introduction and use of research protocols, data collection instruments, and guidelines at LNS.
- Support training for other scientists within LNS in relevant research protocols to promote an understanding of Menzies' work, research, and to facilitate ongoing collaboration.
- Coordinate training activities where required, in collaboration with the project coordination team, and the senior laboratory technical advisor.
- Work with the Senior Laboratory Technical Advisor to implement research project activities according to workplan.
- Work with laboratory staff to provide information about the project and to encourage support and participation
- Any other tasks as reasonably required by the supervisor, project leads, or country manager

Approved by:	Country Manager 
Date Approved:	26 February 2025