

POSITION DESCRIPTION

Position Title:	<i>Field Officers - Quality Assurance -QA (1 Position)</i>		
Division/Unit:	Global and Tropical Health Division		
Report to (Role):			
Classification Level:	I3C1		
Status (FTE):	1.0FTE	Location:	Dili, Timor-Leste
Number of positions supervised:	Directly:		
	Indirectly:		
Special Provisions:	<ul style="list-style-type: none"> • Vaccinated against COVID-19 and ability to provide suitable evidence to Human Resources. • Willingness to travel to municipalities • Ability to obtain a clear Police Check. 		

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, Menzie's 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:

The Field Officer working closely with the field coordinator to perform duties in the community including mosquito collection and release, engaging the community, data collection, quality assurance and reporting and additional duties as required.

PRIMARY RESPONSIBILITIES:

The following key responsibilities are not exhaustive and may include others as directed by the Program Manager at Menzie's School of Health Research Timor-Leste Office.

Key responsibilities

1. Follow standard operating procedures, quality assurance and reporting systems for field and laboratory processes
2. Identification of mosquitoes collected in the field using microscopes
3. Collect, record, and collate data from field trials and perform basic analyses
4. Assist with routine field releases of mosquitos in the communities
5. Assist with mosquito rearing activities
6. Promote positive interactions by responding to enquiries from the community and external organizations where required, and represent and advocate for the World Mosquito Program
7. Maintain open and effective channels of communication with other staff, communities, and other stakeholders
8. Assist with routine maintenance and repair of equipment

VISIT US

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9. Identify any issues related to hatch rates, water quality, including release mosquitoes in the field
10. Evaluate the feedback from the communities
11. Being available for any other duties as reasonably required by supervisor, entomology coordinator, Project coordinator or program Manager

SELECTION CRITERIA:

1	Qualifications:	<ul style="list-style-type: none"> • Minimum High school qualification
2	Essential Criteria:	<ul style="list-style-type: none"> • Ability to work as an effective member of a team as well as independently under routine supervision • Good organizational and time management skills, including the ability to perform high volume tasks to meet deadlines and maintain accuracy and consistency • Excellent interpersonal and communication skills • Excellent computer literacy (including google drive suite) and ability to quickly adapt to and learn software platforms. • Proficiency in Tetum. • Proficiency in using smartphones and tablets • Willingness to learn, improve and respond positively to feedback and supervision and make ongoing investment in own professional development. • Ability to build strong productive relationships within an organization and collaborative external partnerships. Well-developed capacity to consult, collaborate and negotiate effectively with people from diverse cultures and a wide range of stakeholders.
3	Desirable Criteria:	<ul style="list-style-type: none"> • Experience in working with the community and local authorities • Good interpersonal and communications skills • Timorese Nationality

STATEMENT OF DUTIES: - Field Officers

Menzies is the implementation partner for the Wolbachia method in Timor-Leste.

The World Mosquito Program (operating as WMP Limited in Australia) is a not-for-profit, wholly owned subsidiary of Monash University that works to protect the global community from mosquito-borne diseases such as dengue, Zika, yellow fever and chikungunya. The World Mosquito Program uses naturally occurring bacteria called Wolbachia to reduce the ability of mosquitoes to transmit viruses that cause life-threatening disease. A growing body of evidence to support the efficacy of the method includes a randomized controlled trial in Indonesia that showed a 77% reduction in dengue incidence in areas treated with Wolbachia. Ongoing projects in Asia, the Pacific and the Americas continue to accumulate similar promising results.

Releases of Wolbachia-carrying mosquitoes receive regulatory approval from relevant government bodies and with community endorsement.

Specific responsibilities for the project(s) will include:

- Refer to "Primary Responsibilities"
- Any other tasks as reasonably required by your supervisor, Field Coordinator, Entomology Coordinator or Program Manager.

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 as issued by the Australian Technical Advisory Group on Immunisation (ATAGI).
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.

Country Manager

Name:	Antonio Goncalves		
Signature:		Date:	24/03/2025