

## POSITION DESCRIPTION

<b>Position Title:</b>	<i>Field Release Officers - (34 Positions)</i>		
<b>Division/Unit:</b>	Global and Tropical Health Division		
<b>Report to (Role):</b>	Field Coordinator		
<b>Classification Level:</b>			
<b>Status (FTE):</b>	1.0FTE	<b>Location:</b>	Dili, Timor-Leste
<b>Number of positions supervised:</b>	Directly: 0		
	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</li> <li>Ability to obtain a clear Police Check.</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:

The Field Release Officer supervise by Field Coordinator, and in close collaboration with GIS Officer and Communication Lead and Entomology Coordinator to perform duties in the community including mosquito release, washing and organising mosquito release cups, arranging/moving the crates of up 25kgs, engaging the community, data collection, quality assurance and reporting and additional duties as required. This role requires the use of motorbike and involves physical activity.

### PRIMARY RESPONSIBILITIES:

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

#### Key responsibilities

1. Undertake routine mosquito release in the community
2. Undertake routine washing and cleaning of mosquito release cups and arranging of crates both in the community and Menzies Office
3. Assist with routine mosquito rearing in lab rearing, this will include lifting and stacking heavy objects (up to 25kgs)
4. Promote positive interactions by responding to enquiries from the community and external organizations
5. Maintain open and effective communication channels with staff, communities and other stakeholders including evaluating feedback from the community
6. Follow standard operating procedures including workplace health and safety, quality assurance and reporting systems for field and laboratory processes
7. Be available for other duties as reasonably required by supervisor.

### VISIT US

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

### CONTACT

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## SELECTION CRITERIA:

<b>1</b>	<b>Qualifications:</b>	<ul style="list-style-type: none"> <li>Minimum High School and minimum of two years paid or volunteer work experience preferably in health and / or community.</li> </ul>
<b>2</b>	<b>Essential Criteria:</b>	<ul style="list-style-type: none"> <li>Flexibility to work early in the morning, including during the weekend.</li> <li>Proficiency in using smartphones and tablets includes ability to read google maps, adapt to and learn software platforms.</li> <li>Good motorbike riding techniques, including active riding to always ride in a safe manner.</li> <li>Has own motorbike with a valid motorbike license including a valid driver license.</li> <li>Excellent interpersonal, communication and problem skills, including the ability to work with team.</li> <li>Good organizational and time management skills, including the ability to perform high volume tasks to meet deadlines and maintain accuracy and consistency.</li> <li>Ability to build strong productive relationships within an organization, community and stakeholders.</li> <li>Willing to lift objects up to 25kgs.</li> </ul>
<b>3</b>	<b>Desirable Criteria:</b>	<ul style="list-style-type: none"> <li>Experience in working with the community and local authorities including the stakeholders.</li> </ul>

## STATEMENT OF DUTIES: - Field Release Officer

Menzies is the implementation partner for the World Mosquito Program 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

- Participate in dedicated training and understanding of standard operating procedures and processes specific to this project

- Preparing mosquito release containers for the field release, emptying water and retaining mosquitos, with attention to detail
- Loading and securing large crates with mosquito release containers on motorcycles in preparation for release
- Follow map coordinates accessed from smartphone and tablet to designated point in Dili to release mosquitos from containers
- Ensure good community engagement, answering questions and be a positive representative for the project while in the field
- Record data and communicate effectively with office and field team
- Return to distribution point to wash and prepare mosquito release containers for rearing of additional Wolbachia mosquitos
- Collaborate with Entomology and other teams to ensure efficient and accurate processes.
- 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:	09/05/2025