

POSITION DESCRIPTION

| | | | |
|--|--|------------------|-------------------|
| Position Title: | Project Officer – BRUCE TL | | |
| Division/Unit: | Global and Tropical Health Division | | |
| Report to (Role): | Project Coordinator – BRUCE TL | | |
| Classification Level: | I2B6 | | |
| Status (FTE): | 1.0FTE | Location: | Dili, Timor-Leste |
| Number of positions supervised: | Directly: 0 | | |
| | Indirectly: 0 | | |
| 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, 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 Menzies 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.

The Project Officer role will support implementation of the BRUCE TL Study, being delivered in close partnership with the Timor-Leste Ministry of Health (MoH) and Ministry of Agriculture, Livestock, Fisheries and Forestry (MALFF) to better understand brucellosis in Timor-Leste.

Under the supervision of the BRUCE TL Project Coordinator, the Project Officer will support the coordination and implementation of qualitative research activities and data management related to the BRUCE-TL project. This role will contribute to understanding barriers and enablers to control of brucellosis in Timor-Leste through a One-Health lens, integrating human, animal, and environmental health perspectives. This role will also require some nurse-specific activities (including phlebotomy), as the project requires.

The Project Officer will be based in Dili, Timor-Leste, with regular travel to municipalities for qualitative data collection and stakeholder engagement.

PRIMARY RESPONSIBILITIES:

VISIT US

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

CONTACT

Ph: +670 7711 1910
menzies.edu.au
TIN: 4995170

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

1. Conduct quantitative and qualitative data collection including in-depth interviews, focus group discussions, and participant observations in line with the BRUCE-TL Study protocol.
2. Support stakeholder engagement at national and municipality levels, in conjunction with the Project Coordinator.
3. Provide quality assurance for transcription, translation, and synthesis of qualitative data (Tetum, and English).
4. Assist in the development and use of protocols, data collection instruments and study documents (e.g. consent forms, interview guides, SOPs).
5. Support logistics for fieldwork including scheduling interviews, arranging travel, and preparing field materials.
6. Participate in regular project meetings and training workshops for research and engagement with national stakeholder meetings related to One Health.
7. Maintain accurate records of interviews and field notes and other related documents in Team folders.
8. Conduct clinical activities as required, as per study protocol.
9. Oversee data management tool (e.g. REDCap) to ensure data quality and accuracy.
10. Any other tasks as reasonably required by the supervisor (Project Coordinator – BRUCE TL), and/or project leads.

SELECTION CRITERIA:

| | | |
|----------|----------------------------|--|
| 1 | Qualifications: | <ul style="list-style-type: none"> Tertiary qualification in nursing or another field relevant to public health and or project coordination |
| 2 | Essential Criteria: | <ul style="list-style-type: none"> Experience working in project administration, preferably in the health sector Experience in the use of computers and office software packages (MS Word, Excel, etc) Experience in the use of electronic data collection systems (e.g. REDCap). Proven ability to work collaboratively and demonstrated flexibility with work tasks Fluent in Tetum, with moderate English language ability Demonstrated ability to work effectively as part of a team Effective organization skills, time management, and flexibility with work tasks Strong communication skills Willingness to learn, continuously improve, and respond positively to feedback and supervision Ability to manage sensitive issues and maintain confidentiality Understanding of and commitment to Menzies values, the principles of Equal Opportunity, and contributing to a safe and inclusive workplace Maintain regular contact with the Project Coordinator to provide feedback on team operations and report any issues or challenges. |
| 3 | Desirable Criteria: | <ul style="list-style-type: none"> Willingness to participate in further professional development for qualitative research methodologies. |

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.

STATEMENT OF DUTIES: Project Officer - BRUCE TL

The Project Officer role will support implementation of the BRUCE TL Study, being delivered in close partnership with the Timor-Leste Ministry of Health (MoH) and Ministry of Agriculture, Livestock, Fisheries and Forestry (MALFF) to better understand brucellosis in Timor-Leste.

Under the supervision of the BRUCE TL Project Coordinator, the Project Officer will support the coordination and implementation of quantitative and qualitative research activities, and data management related to the BRUCE-TL project. This role will contribute to improved understanding of brucellosis in Timor-Leste, including barriers and enablers to control through a One-Health lens. This role will also require some nurse-specific activities (including phlebotomy), as the project requires.

Specific responsibilities for the project(s) will include:

- Support for logistics associated with fieldwork activities, meetings, training workshops under the direction of the Project Coordinator
- Responsible for archiving, storage and project documentation in hard and soft copy storage.
- Responsible for daily REDCap data monitoring and cleaning and escalate issues to either research team to address or to Menzies TL Data Management Team, and provide status updates to Project Coordinator.
- Responsible for the data collection and REDCap data entry including conducting qualitative interviews. This includes collecting field notes, recordings, and performing transcription and translation.
- Responsible for providing technical advice for clinical work and support in engagement with human health stakeholders to ensure strong collaboration at municipality and national levels.

Coordinating with project team and undertaking individually, to ensure the delivery of the following tasks:

- To identify eligible participants at study sites according to study criteria.
- Prepare relevant study documents in line with study protocol (consent form etc.)
- Implementation of quantitative and qualitative research activities as per designated role for each field activity.
- Responsible for transport of samples to the laboratory and liaising with laboratory staff to ensure all protocols are followed, as required.

Country Manager

| | | | |
|------------|---|-------|------------|
| Name: | Antonio Goncalves | | |
| Signature: |  | Date: | 04/06/2025 |