

POSITION DESCRIPTION

Position Title:	Head of Programs – Timor-Leste		
Division/Unit:	Global and Tropical Health Division		
Report to (Role):	Business Manager, Global and Tropical Health		
Classification Level:	A1A1-6 commensurate to experience and qualifications		
Status (FTE):	1.0FTE	Location:	Dili, Timor-Leste
Number of positions supervised:	Directly: 8		
	Indirectly: 1		
Special Provisions:	<ul style="list-style-type: none"> • Ability to obtain a clear Police Check • Willingness to comply with health and vaccinations policies 		

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.

Menzies maintains a well-established office in Dili, Timor-Leste. Multiple research and capacity-strengthening projects are implemented through formal partnerships with Timor-Leste's Ministry of Health and Ministry of Agriculture Livestock Forestry and Fisheries.

SUMMARY OF THE POSITION:

The Head of Programs role is a pivotal leadership position that oversees the coordination and delivery of Menzies' program of work in Timor-Leste. This role ensures effective project management across multiple research and health system strengthening projects, providing high-level support in finance, logistics, human resources, compliance, communications, and monitoring, evaluation and reporting. The position leads and builds capacity in a team of project staff and works closely with Darwin-based program and divisional leadership teams to ensure cohesive program delivery, as well representing the Menzies Timor-Leste Program to external stakeholders. This role works in partnership with the Country Manager – Timor-Leste, who is responsible for office operations, to ensure projects are implemented efficiently and effectively and meet all obligations to Menzies, donors, partners and other stakeholders.

PRIMARY RESPONSIBILITIES:

The following key responsibilities are not exhaustive and may include others as directed by the Supervisor

1. Program and Project Management:

- Coordinate the delivery and integration of multiple active projects (~20) across the Timor-Leste Program.
- Develop and maintain program-wide work plans, risk registers, and project tracking systems.
- Work with the Menzies Timor-Leste Strategic Reference Group on strategic planning, and provide oversight of project planning and implementation, alongside technical leads and the Country Manager.

VISIT US

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2. Leadership and Supervision

- Supervise and mentor project staff and coordinators, fostering a strong team culture of continuous learning.
- Oversee program-wide staff development and performance management and build capacity across the Timor-Leste team through tailored professional development opportunities.

3. Operational Coordination

- Liaise between Dili and Darwin offices to ensure seamless communication, and oversight of operations, risk, budgetary and planning priorities including with Program Leads.
- Provide input to support office management, staff oversight, and operational cohesion, with Country Manager.
- Lead coordination between projects and support teams to improve efficiencies, including chairing Operations Committee.

4. Stakeholder Engagement and Communications

- Serve as primary liaison with key stakeholders, including the Ministry of Health, Ministry of Agriculture, Livestock, Fisheries, and Forestry, and funding bodies (e.g. DFAT), NGOs, and project collaborators.
- Attend Strategic Reference Group meetings and support maintenance of policy and decision logs.
- Oversee internal and external communications from the Dili office, working with the Communications Officer and Darwin-based Communications team.

5. Finance and Compliance

- With Project Managers/Project Responsible Persons, oversee budgets and financial planning across the Timor-Leste Program including all active Timor-Leste projects.
- Provide high-level oversight of procurement, contracts, logistics, and equipment installation, ensuring compliance with relevant laws and policies.
- Coordinate funder and internal financial audit and reporting requirements to meet quality and deadline standards.

6. Pre- and Post-Award Grant Management

- Provide context specific input and coordination support to new funding proposals, including liaising with the Menzies Research Administration Office on funding opportunities.
- Coordinate with the Business Manager and Legal to prepare funding and collaboration agreements with project partners.
- Provide oversight of project compliance with grant conditions, donor requirements, and internal policies.
- Track grant milestones, deliverables, and timelines, ensuring timely and accurate reporting to funders and collaborators.
- Maintain high-quality submission of financial, narrative, and technical reports.

7. Ethics and Governance Support

- Provide guidance and oversight to ensure that all projects comply with ethical and governance requirements in both Australia and Timor-Leste, through maintenance of records of ethics approvals, renewals, and related correspondence across all projects
- Ensure all research staff adhere to approved protocols and manage reporting of adverse events or deviations as required and complete mandatory training requirements.

8. Program Quality, Monitoring and Evaluation

- Lead the development and implementation of monitoring, evaluation, and learning (MEL) frameworks across the Timor-Leste Program and support project teams in setting and measuring performance indicators and outcomes.
- Promote a culture of continuous quality improvement, learning, and accountability, and lead identification and implementation of professional development opportunities.
- Support development of HDR opportunities for Timor-Leste staff in liaison with CDU and Menzies Education Units.

- Lead or support internal reviews and contribute to external evaluations, ensuring that findings are incorporated into future planning and implementation.

SELECTION CRITERIA:

1	Qualifications:	<ul style="list-style-type: none"> • Postgraduate qualifications and extensive relevant experience; extensive management experience and proven management expertise in a research or capacity development setting, or an equivalent combination of relevant experience and /or education and training
2	Essential Criteria:	<ul style="list-style-type: none"> • Fluent in Tetum and English. • Demonstrated strong leadership skills and experience in team management, staff supervision including the ability to negotiate and maintain formal and informal networks and business relationships. • Demonstrated high level project management expertise with comprehensive knowledge of contractual and risk management principles and practice. • Demonstrated experience in successful financial management including in working across currencies, a sound knowledge of budgetary processes and experience coordinating multiple budgets. • Exceptional project planning, monitoring and evaluation skills and experience in preparing high quality written reports including the collation and coordination of project inputs. • Ability to identify, build and maintain formal and informal networks and relationships that are important to the achievement of the Timor-Leste program objectives. • Exceptional communication skills, a positive attitude and a commitment to building capacity and capability in others. • Strong level of self-motivation, integrity and the ability to work autonomously and achieve results with minimal direction. • Demonstrated high level computing skills including online meeting programs and cloud-based document management systems, and the ability to adapt to new technologies. • Demonstrated ability to maintain confidentiality of data, personal and sensitive information, exercise diplomacy and discretion when dealing with sensitive and confidential issues and experience in conflict resolution. • Ability to build strong productive 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. • Understanding of and commitment to Menzies values, the principles of Equal Opportunity, and contributing to a safe and inclusive workplace
3	Desirable Criteria:	<ul style="list-style-type: none"> • Experience in change management or in setting up new programs. • Understanding of DFAT or similar donor systems and compliance requirements. • Experience in a health research setting

Country Manager

Name:	Antonio Goncalves		
Signature:		Date:	08/07/2025