

POSITION DESCRIPTION

Position Title:	Senior Research Midwife/Nurse – Nutrition in Pregnancy Study		
Division/section:	Child and Maternal Health Division / Maternal Health		
supervisor:	Project Coordinator		
Classification Level:	Category G3C or G2B		
Status (FTE):	1.0 FTE	LOCATION:	Dili, Timor-Leste
Number of positions supervised:	Direct Reports: 0		
	Indirect Reports: 0		
Special Provisions:	<ul style="list-style-type: none"> • Vaccinated against COVID-19 and ability to provide suitable evidence to Human Resources. • Travel to municipalities, including participants' homes, to facilitate research activities and conduct follow-up visits as required. • Have a recent National Police Clearance Certificate. 		

ABOUT MENZIES:

Menzies is a national leader in research and education that improves health outcomes for Aboriginal and Torres Strait Islander people and populations across our region. As a leader in global and tropical research into life-threatening illnesses, Menzies continues to translate its research into effective partnerships and programs in communities across Australia and the Asia-Pacific region.

SUMMARY OF POSITION:

The Senior Research Midwife/Nurse for the Nutrition in Pregnancy Study will work under the direction of the Project Coordinator and indirectly report to the investigator team. They will play a key role in the implementation of study activities, ensuring that research procedures are carried out in accordance with study protocols and ethical guidelines. The role will involve assisting with participant recruitment, facilitating focus group discussions (FGDs), supporting data collection, and ensuring accurate documentation of study findings. The Research Midwife will maintain respectful engagement with stakeholders. Additionally, they will assist with translation, logistical support for site visits, and adherence to ethical and cultural considerations throughout the research process.

PRIMARY RESPONSIBILITIES:

The following key responsibilities are not exhaustive and may include others as directed by the Project Coordinator and the Principal Investigator:

- **Work closely with the Project Coordinator and broader research team** to identify and recruit eligible study participants, ensuring informed consent is obtained in accordance with ethical guidelines and cultural considerations and protocols.
- **Facilitate and support study activities**, including conducting and documenting focus group discussions (FGDs), transcribing interviews, assisting with the Delphi survey, and collecting relevant participant data.
- **Ensure compliance with study protocols and ethical standards**, following Good Clinical Practice (GCP) guidelines and national research regulations.
- **Assist with data collection, entry, and secure storage**, ensuring confidentiality and adherence to cultural considerations in all research processes.
- **Support logistical coordination** by assisting in the planning and execution of site visits, liaising with health facilities, and ensuring smooth implementation of study activities in the field, under the direction of the Project Coordinator or Principal Investigator.
- **Maintain professional communication and engagement** with study participants, healthcare providers, Ministry of Health staff, and community stakeholders to ensure respectful and effective research participation.
- **Provide translation and interpretation support as needed**, particularly during FGDs and

interactions with participants to ensure clear communication and accurate data collection.

- **Contribute to the overall success of the research team**, collaborating with investigators and other staff to ensure the study progresses according to timelines and objectives.
- **Provide support to other research activities and projects as required**, including supporting additional data analysis, report writing, or dissemination efforts.
- **Uphold workplace health and safety and ethical standards**, fostering a professional, respectful, and inclusive research environment for all team members and participants.
- **Maintain an understanding of and commitment** to Menzies' values, Equal Opportunity principles and contributing to a positive, inclusive and safe workplace culture for all Menzies staff, students, volunteers and visitors.
- **Perform any other tasks as reasonably required** by the Project Coordinator, Principal Investigator, or Investigator team.

SELECTION CRITERIA:

1	Qualifications:	Tertiary qualification in nursing or midwifery.
2	Essential Criteria:	a) Clinical experience working in maternal health or nutrition within a hospital or a healthcare service setting. b) Strong verbal and written communication skills in Tetun, and English. c) Ability to work flexibly and effectively within a team environment, while motivating and supporting colleagues. d) Excellent time management skills, with a keen attention to detail to work efficiently while ensuring accuracy and maintaining high standards of quality in all tasks. e) Strong understanding of the importance of maintaining confidentiality and protection of sensitive, personal and health information. f) Demonstrated initiative, sound judgement and problem-solving skills, with a strong work ethic. g) A willingness to engage in ongoing learning and professional development, with an ability to accept constructive feedback and supervision to enhance performance.
3	Desirable Criteria:	a) Experience in conducting qualitative research, including focus group discussions and data collection in community settings.

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 Immunization (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:	31/07/2025