

POSITION DESCRIPTION

Position Title:	<i>Senior Project Coordinator</i>		
Division/Unit:	Global and Tropical Health Division		
Report to (Role):	<i>RESPOND and RESPOSTA Project Manager, Timor-Leste</i>		
Classification Level:	Category H1A5 - H1A9 (commensurate to experience and qualifications)		
Status (FTE):	1.0FTE	Location:	Dili, Timor-Leste
Number of positions supervised:	Directly: Up to 4		
	Indirectly: 0		
Special Provisions:	<ul style="list-style-type: none"> • Vaccinated against rabies or willing to receive the rabies vaccination. • 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:

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 Senior Project Coordinator has responsibility for the implementation of some of Menzies' key programs of work focused on health system strengthening, including surveillance, clinical and laboratory work areas, contributing to stakeholder engagement, financial and human resource management, activity implementation, risk management, reporting, and governance. The Senior Project Coordinator will work in close collaboration with in-country partners, primarily the Ministry of Health (MoH), and Ministry of Agriculture, Livestock, Fisheries and Forestry (MALFF), non-government partners, external funders and collaborators, Menzies Timor-Leste internal leadership and project teams, Menzies Darwin-based team members and services, and technical experts in-country and internationally.

The role will primarily be focused on the RESPOND Program – the Regional Engagement in Surveillance and response to Priority diseases, providing Opportunities for National health system strengthening and Development - funded by the Australian Government's Department of Foreign Affairs and Trading (DFAT). Also, and RESPOSTA Program – the Research Excellence and Surveillance to Promote One health Solutions for Timor-Leste and the region, and the Centre for Antimicrobial Optimisation (CAMO-Net). The Senior Project Coordinator will be responsible for overseeing the day-to-day coordination of all activities under broad direction from the RESPOND and RESPOSTA Project Manager, Menzies Timor-Leste.

PRIMARY RESPONSIBILITIES:

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

1. Overall responsibility for ensuring the program of research and health system strengthening complies with in-country ethical and technical requirements.
2. Demonstrate strong leadership that fosters a strong team environment and supportive workplace that brings out the best in all team members.

VISIT US

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3. In line with Menzies' vision and values, support the Government of Timor-Leste to strengthen capacity within the health system and conduct locally relevant projects and research.
4. Effectively lead high-level stakeholder management that ensures sustainable productive relationships with key partners, communicating and coordinating activities in a way that is respectful and appropriate, adapting as necessary to the context of conducting research in Timor-Leste.
5. Develop workplans, budgets, monitoring and evaluation and data management plans, and lead report writing to partners and funders, with Program Leads.
6. Work effectively with the Menzies Timor-Leste office support team, to ensure timely internal approvals for finance, human resource, infrastructure, and other project needs.
7. Demonstrate and maintain an understanding and awareness of relevant Workplace Health and Safety as well as Equal Opportunity principles and legislation along with a commitment to maintaining a healthy and safe workplace.
8. Any other tasks as reasonably required by the Supervisor or Country Manager

SELECTION CRITERIA:

1	Qualifications:	<i>Tertiary qualification in health or another field relevant to project coordination</i>
2	Essential Criteria:	<ol style="list-style-type: none"> 1. Demonstrated experience in health project coordination in Timor-Leste. 2. Detailed experience in managing budgets and ability to make decisions as to planning, implementation, risk, procurement, human resources, stakeholder engagement that meets the constraints and scope of the funds available and effectively communicate and escalate issues as required. 3. Strong oral and written communication skills, with demonstrated capacity to communicate with a range of audiences. 4. Demonstrated experience in writing reports for a range of different donors and stakeholders. 5. Demonstrated capacity to work independently without direct supervision under broad direction and as part of a team. 6. Demonstrated initiative, good judgement, strong problem-solving skills, strong work ethic and flexibility with work tasks. 7. Demonstrated ability to assess and establish priorities, manage competing deadlines against expected timeframes, while maintaining accuracy and quality. 8. Ability to manage sensitive issues and maintain confidentiality. 9. Demonstrated experience and competency with a range of computer software including the Microsoft Office Suite. 10. 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. 11. Proficiency in English and Tetun. Willingness to learn, continuously improve and respond positively to feedback and supervision and make ongoing investment in own professional development. 12. Hold or be able to obtain a National Police Clearance certificate. 13. Understanding of and commitment to Menzies values, the principles of Equal Opportunity and contributing to a safe and inclusive workplace.
3	Desirable Criteria:	<ol style="list-style-type: none"> 1. Experience working in health research.

COVID-19 Safety Requirements:

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).

Approved by:	Country Manager <i>Aloncalves</i>
Date Approved:	3 rd February 2026