

POSITION DESCRIPTION

Position Title:	<i>Human Health Coordinator</i>		
Division/Unit:	Global and Tropical Health Division		
Report to (Role):	<i>Senior Project Co-ordinator</i>		
Classification Level:	Category <i>H3C7</i>		
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 Human Health Coordinator will support management and implementation of One Health project activities under **Research Excellence and Surveillance to Promote One Health Solutions** for Timor-Leste and the region (RESPOSTA) and the activities under **The Regional Engagement in Surveillance and response to Priority diseases, providing Opportunities for National health system strengthening and Development** (RESPOND) partnership. This includes providing mentorship, operational and technical leadership on project implementation.

The role involves working closely with the Ministry of Health, Ministry of Agriculture, Livestock, Fisheries and Forestry, and stakeholders at the project sites. The role will also include opportunities to provide technical and operational leadership to other research or capacity building projects.

The Human Health Coordinator may be expected to travel to project implementation sites outside of Dili regularly for up to 5 days at a time to maintain regular communication with stakeholders and provide technical leadership for implementation.

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. Providing oversight coordination and management of human health project activities under RESPOSTA and RESPOND.
2. Provide technical input on the design and implementation of project activities
3. Become the focal point for the human health activities and facilitate coordination between different stakeholders for implementation of project activities, while maintaining a positive relationship

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

4. Work collaboratively with the Project Leads, Senior Project Co-ordinator and Project Manager to monitor and report on project progress towards stipulated output and outcomes
5. Assist the Project Leads, Senior Project Co-ordinator and Project manager with reporting requirements for funders, collaborators and internal Menzies purposes, including the preparation of written reports on projects findings and progress updates.
6. Work closely with the RESPOSTA Animal Health Coordinator to implement the project with a One Health approach
7. Ensure compliance with ethical guidelines and regulatory standards in the conduct of research.
8. Monitor and evaluate team performance, providing feedback and mentoring to support professional growth and development.
9. Support the project team to ensure that good quality data collection and entry is maintained.
10. Together with the Project Leads and Animal Health Lead, strengthen One Health collaboration in AMR, zoonotic infections, and priority diseases affecting food production and food safety in Timor-Leste
11. Any other tasks as reasonably required by the supervisor, country manager and project leads.

SELECTION CRITERIA:

1	Qualifications:	<i>Bachelor's degree relevant to primary responsibilities</i>
2	Essential Criteria:	<ol style="list-style-type: none"> 1. A bachelor's degree with atleast (4) four years subsequent relevant experience. 2. Fluent in Tetum and a working knowledge of English. 3. Proven and extensive experience working in the field of human health and public health. 4. Demonstrated ability to lead teams, and work well in a team 5. Experience in conducting field survey, focus group discussions and/or workshops 6. Strong communication skills including proficiency in oral and written Tetun and English language 7. Proven ability to establish and develop productive partnerships, manage sensitive issues and maintain confidentiality 8. Attention to detail, self-motivated with initiative, good judgement, and strong problem-solving skills. 9. Ability to work with remote supervision as well as in multidisciplinary teams 10. Good organizational and time management skills, proven ability to work efficiently and meet deadlines while maintaining accuracy and quality. 11. Experience in the use of electronic data collection systems such as REDcap, and data analysis 12. 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 for all Menzies staff, students, volunteers, and visitors
3	Desirable Criteria:	<ol style="list-style-type: none"> 1. Experience working with government partners on capacity building and/or research projects 2. Experience engaging with health professionals and community.

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