

POSITION DESCRIPTION

Position Title:	Health Promotion Officer		
Division/Unit:	Global and Tropical Health Division		
Report to (Role):	Senior Project Co-ordinator		
Classification Level:	I2B7		
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 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 Health Promotion Officer will support the planning, implementing, and evaluation of community and school - based health promotion activities that aim to reduce preventable illness and improve health outcomes. The role works collaboratively with relevant departments at Ministry of Health, Ministry of Agriculture, Livestock, Fisheries and Forestry, schools, community groups and partner organisations to support behaviour change, strengthen health literacy, and promote healthier environments.

The Health Promotion Officer 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 Project Manager at Menzies School of Health Research Timor-Leste Office.

Planning & Development

- Work closely with the Senior Project Coordinator, Human Health Coordinator, and Animal Health Coordinator, and collaborate with stakeholders to identify needs.
- Contribute to the design of health promotion and risk communication strategies and campaigns
- Support the Hili Saudavel team and MALFF to develop culturally appropriate materials and messages that aligns with governments messages and support behaviour change.

VISIT US

Rua de Be-Mori Bidau Lecidere,
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Implementation of Health Promotion Activities

- Build strong relationships with local leaders, health workers, schools, NGOs, community groups and government stakeholders.
- Facilitate awareness campaigns, workshops, and training sessions and work collaboratively with Hili Saudavel and other existing health promotion groups.
- Assist with procurement, logistics, scheduling, and coordination of activities.
- Coordinate and deliver educational sessions on topics such as nutrition, hygiene, smoking, exercise, Antimicrobial Resistance, zoonotic diseases and others identified by stakeholder engagement.
- Support the development of local capacity to sustain health promotion activities.
- Participate in team meetings, planning sessions, and community consultations.

Monitoring, Evaluation & Reporting

- Collect data, monitor activity progress, and contribute to evaluation processes.
- Prepare activity reports, success stories, and documentation for donors or government partners.
- Maintain accurate records of community engagement, training sessions, and participant feedback.
- 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.
- 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.
- Any other tasks as reasonably required by the supervisor, country manager and project leads.

SELECTION CRITERIA:

1	Qualifications:	Bachelor's degree relevant to primary responsibilities
2	Essential Criteria:	<ol style="list-style-type: none"> 1. A bachelor's degree with at least (2) two years subsequent relevant experience. 2. Experience in community health, health education, or behaviour-change communication 3. Ability to work collaboratively with diverse communities and partners and manage sensitive issues and maintain confidentiality. 4. Strong facilitation, communication, and interpersonal skills, including proficiency in oral and written Tetun and English language. 5. Skills in report writing, data collection, and basic monitoring & evaluation 6. Knowledge of local health systems, cultural practices, and community structures. 7. Experience developing IEC materials or community awareness tools. 8. Experience in conducting field surveys, focus group discussions and/or workshops. 9. Attention to detail, self-motivated with initiative, good judgement, and strong problem-solving skills. 10. Ability to work with remote supervision as well as in multidisciplinary and multisectoral teams 11. Good organizational and time management skills, proven ability to work efficiently and meet deadlines while maintaining accuracy and quality. 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

Country Manager

Name:	Antonio Goncalves		
Signature:		Date:	12/02/2026