

POSITION DESCRIPTION

Position Title:	Research Doctor		
Division/Unit:	Global and Tropical Health Division		
Report to (Role):	Senior Project Coordinator		
Classification Level:	E3C5		
Status (FTE):	1.0FTE	Location:	Dili, Timor-Leste
Number of positions supervised:	Directly:	Up to 3	
	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 Research Doctor will provide technical, analytical, and project management support across research activities. This role supports the design and implementation of research studies, coordinates data collection and analysis, ensures high-quality reporting, and contributes to capacity building of junior staff. The Research Doctor works closely with internal and external partners to ensure research activities are conducted ethically, efficiently, and in alignment with organisational objectives.

The Research Doctor oversees the effective management and coordination of quality improvement and research activities at the National Hospital (HNGV), Referral Hospitals and Community Health centres. This role is responsible for managing nursing staff, overseeing scheduling, and facilitating the professional development of team members. The position will work closely with study teams to ensure the highest standards of care and compliance with study protocols is adhered to. The role will directly supervise up to three nurses.

The Research Doctor will be based in Dili and may be required to travel outside of Dili regularly for up to 5 days at a time during year two of the projects.

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.

Research Design & Implementation

- Work closely with Research Investigator team and contribute to the development of research protocols, methodologies, and study tools.
- Lead planning and coordination of fieldwork activities, laboratory work, and/or data collection.

VISIT US

Rua de Be-Mori Bidau Lecidere,
Nain Feto, Dili, Timor-Leste

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- Responsible for implementing study protocol including collecting informed consent, data entry into RedCap or other databases.
- Ensure compliance with ethical standards and regulatory requirements.
- Develop and implement practices that ensure high quality engagement with participants, clinical teams, and communities, may include standardising documents and file management of research nurse records such as standard operating procedures (SOPs), training logs, adherence to guidelines.
- Manage project timelines, deliverables, and risk mitigation strategies.
- Support the Project manager and Senior Project Coordinator with budget planning and monitoring of expenditure.
- Coordinate meetings, workshops, and consultations required for project implementation.
- Maintain strong working relationships with government counterparts, partners, and community stakeholders including providing coaching/mentoring whenever possible.

Data Management & Dissemination

- Support data cleaning, validation, and statistical analysis using appropriate software (e.g., Excel, R, STATA, SPSS).
- Develop data management plans and ensure secure storage of research data.
- Ensure high levels of data quality and integrity.
- Promote a culture of continuous learning and quality improvement.
- Support training on data collection tools, research ethics, laboratory methods (if applicable), or analytical software.
- Provide support for developing high-quality reports, manuscripts, policy briefs, and presentations.
- Contribute to scientific publications and conference abstracts.
- Support dissemination to stakeholders, including government, donors, and research partners.
- Represent the research team in internal and external forums.

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 (4) four years subsequent relevant experience. 2. Proven leadership and management skills, with some experience supervising nurses or other healthcare professionals. 3. Strong understanding of clinical research processes, including ethical considerations, consent procedures, and regulatory compliance. 4. Excellent organisational and time-management skills, with the ability to manage multiple tasks and projects simultaneously. 5. Proficiency in data management and familiar with electronic data capture systems (e.g. REDCap, Excel). 6. Strong verbal and written communication skills in Tetun and good conversational English. 7. Flexibility and ability to work well in a team and motivate other team members. 8. Ability to manage sensitive issues and maintain confidentiality. 9. 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. Intermediate verbal and written communication skills in English 2. Previous experience with quality improvements activities such as Point of Care Quality Improvement (POCQI)

Country Manager

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