

POSITION DESCRIPTION

Position Title:	Research Nurse RIPE TL		
Division/Unit:	Child and Maternal Health Division / International Child Health		
Report to (Role):	Senior Project Coordinator		
Classification Level:	Category G3C1-G2B1		
Status (FTE):	1.0FTE	Location:	Dili, Timor-Leste
Number of positions supervised:	Directly:		
	Indirectly:		
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 Rotavirus Immunisation Program Evaluation: Timor Leste (RIPE-TL) is the second National Rotavirus Survey. The study commenced in 2025 and will assess rotavirus infections in children hospitalised with diarrhoea at six health facilities across the country. This will support an impact evaluation of Timor-Leste's national rotavirus vaccine program. The project is funded for two years by the Australian Regional Immunisation Alliance with the support of the Australian government's Department of Foreign Affairs and Trade.

The research nurse will assist with implementation of the study protocol, supporting other project staff, and assisting study activities at participating hospitals. Reporting to the Senior Project Coordinator and under the guidance of the Chief Investigator, the role is critical in upholding Good Clinical Practice (GCP) guidelines and ensuring adherence to the study protocol. Key responsibilities include supporting clinical site investigators at study sites, participant recruitment, ensuring regulatory compliance, maintaining data quality and completeness, and specimen accountability.

The specific project details are included in the statement of responsibilities.

PRIMARY RESPONSIBILITIES:

The following key responsibilities are not exhaustive and may include others as directed by the Supervisor.

Research Nurse

1. Work with the Senior project coordinator to assist the project implementation.
2. Ensure clinical site investigators at each site provide study information to potential participants and obtain informed consent as per protocol requirements and in accordance with GCP.
3. Collect and store data and keep accurate and complete case records and other required documentation, ensuring the integrity of the research data.
4. Ensure the clinical site investigators collect, label, and store study specimens appropriately. Regularly liaise with study sites and the National Health Laboratory for transport of specimens for testing.
5. Where necessary, conduct follow-up with participants' parents/carers and/or the relevant community health centre to other relevant data in accordance with the study protocol.

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

6. Assist in the development and use of standard operating procedures, training materials, data collection instruments, and guidelines.
7. Contribute to the delivery of training and capacity-building activities.
8. Attend and participate in regular project meetings as required.
9. Maintain absolute confidentiality of all participant details and results and ensure data management is practiced.
10. Support other Menzies research projects in Timor-Leste, as required and in consultation with the supervisor.
11. Travel to municipalities across Timor-Leste, including remote locations, to facilitate study activities. This includes participant home visits.
12. Any other tasks as reasonably required by the investigators and supervisor.

SELECTION CRITERIA:

1	Qualifications:	<ol style="list-style-type: none"> 1. Minimum bachelor's degree in nursing. 2. Minimum 2 years post graduate clinical experience.
2	Essential Criteria:	<p>Research Nurse</p> <ol style="list-style-type: none"> 1. Previous experience and knowledge of maternal and child health in Timor-Leste. 2. Experienced in working collaboratively with doctors, nurses, laboratory staff, and other healthcare professionals within referral hospital settings. 3. Comprehensive understanding of clinical research processes within healthcare settings, including ethical approval requirements, informed consent procedures, participant eligibility assessment, and strict adherence to regulatory standards and Good Clinical Practice (GCP). 4. Demonstrated ability to coordinate multidisciplinary teams to support participant recruitment and ensure timely sample collection, transportation, and processing. 5. Experienced in clinical data and sample management, including accurate data entry into electronic data capture systems (e.g., REDCap and Excel). 6. Good time management skills, with the ability to work efficiently with periods of limited supervision while maintaining accuracy and quality. 7. Understanding of and commitment to Menzies values, the principles of Equal Opportunity, and contributing to a safe and inclusive workplace. 8. Ability to manage day-to-day activities required with flexibility and responsiveness to direction when needed. 9. Demonstrated ability to communicate effectively within a team, including reporting to supervisors on activities and issues or challenges encountered.
3	Desirable Criteria:	<ol style="list-style-type: none"> 1. Research experience and/or relevant work experience involving evidence-based medicine and clinical research. 2. Strong verbal and written communication skills in English

STATEMENT OF DUTIES: Research Nurse RIPE TL

Duties include:

1. The Research Nurse for the Rotavirus Immunisation Program Evaluation in Timor-Leste (RIPE-TL) study works collaboratively with Timor-Leste and international partners to understand the burden of rotavirus diarrhoea in the post-vaccine era. Building on a similar national rotavirus survey conducted in 2014-16, this study will determine the incidence and clinical epidemiology of rotavirus infections among children <5 years of age hospitalised with acute watery diarrhoea. Vaccine effectiveness for the rotavirus vaccine (Rotavac), introduced to the national immunisation program in 2019, will be estimated. An estimated 500 children aged <5 years hospitalised with diarrhoea will be enrolled between June 2025 and December 2026 at six study sites.
2. The Research Nurse will work collaboratively with the Senior Project Coordinator for the implementation of study activities with the support of the Principal Investigator and co-investigators.

Specific responsibilities include:

3. Support the Senior Project Coordinator in the implementation and coordination of project activities across study sites.
4. Ensure clinical site investigators provide study information and obtain informed consent in accordance with the study protocol and Good Clinical Practice (GCP).
5. Collect, record, and securely store study data while maintaining accurate and complete case documentation.
6. Ensure proper collection, labelling, handling, and storage of study specimens according to protocol requirements.
7. Coordinate with study sites and the National Health Laboratory for timely transport and testing of specimens.
8. Conduct participant follow-up with parents/carers and relevant community health centres as required by the study protocol.
9. Maintain strict confidentiality of participant information and ensure appropriate data management practices.
10. Travel to municipalities, including remote areas, to facilitate study activities and conduct participant home visits when required.
11. Carry out any other study related tasks as reasonably required by the Principal Investigator and/or Timor-Leste Country Manager.

Approved by:	Country Manager <i>A. KALVES</i>
Reviewed and approved by:	TL Human Resource
Date Approved:	Friday, February 27, 2026