

POSITION DESCRIPTION

Position Title:	<i>Technical Advisor - Data Science & Health Informatics</i>		
Division/Unit:	Global and Tropical Health Division		
Report to (Role):	RESPOND and RESPOSTA Project Manager		
Classification Level:	D3C1		
Status (FTE):	1.0FTE	Location:	Dili, Timor-Leste
Number of positions supervised:	Directly: 1		
	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 POSITION:

The Technical advisor - Data Science and health informatics will contribute across the Menzies Timor-Leste research and capacity building portfolio and will work closely with project leads, and technical leads on specific research studies. Their role will vary depending on the specific data requirements and stage of each project, but will include direct data management activities, training and mentoring for other Menzies staff involved in data management and data analysis, and support for the Ministry of Health and Ministry of Agriculture and Fisheries building capacity for improved health informatics.

PRIMARY RESPONSIBILITIES:

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

1. Lead Menzies' Timor-Leste Data Science and Health Informatics team
2. Work with project leads, providing technical input and support during the design, implementation and analysis phases of research to improve the collection, storage, analysis, visualization and translation of data.
3. Create and pilot data collection tools, using REDCap, MS Excel and other programs
4. Provide technical advice and informatics support to the Ministry of Health, INSP-TL, Ministry of Agriculture and Fishery and other external partners, contributing to the strengthening of health information systems, laboratory data systems, and surveillance activities.
5. Prepares technical reports, presentations, and analytical outputs that clearly communicate complex findings to project teams, senior management, government counterparts, and other stakeholders.

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. Work with Menzies' Laboratory Information Management Team to support health digitalisation initiatives of the Ministry of Health.
7. Support ethics applications, data management plans, and compliance requirements, ensuring adherence to data protection, confidentiality, and responsible data-sharing practices,
8. Represent Menzies at meetings with internal and external stakeholders.
9. 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.
10. Carry out any other tasks as reasonably required by the Supervisor, Business Manager and/or Menzies Director.

SELECTION CRITERIA:

Essential:

1. Postgraduate qualification and demonstrated experience in data science or health informatics
2. Strong working knowledge of at least one statistical programming package (preferably R) for data management, analysis, reporting and visualisation
3. Ability to perform basic descriptive and inferential data analysis
4. Understanding of the data protection and privacy requirements around the use of clinical and health research data
5. Initiative, good judgement and strong problem-solving skills
6. Willingness to learn, continuously improve and respond positively to feedback and supervision
7. Proficiency in oral and written Tetun and English language
8. Good time management skills, with ability to work accurately and efficiently
9. Flexibility and ability to work well in a team
10. Hold or be able to obtain a National Police Clearance certificate
11. Understanding of and commitment to Menzies values, the principles of Equal Opportunity and contributing to a safe and inclusive workplace.

Desirable:

1. Experience working in health research
2. Experience using REDCap, including the development of data collection tools and reports
3. Advanced statistics and programming skills, including machine learning.

Country Manager

Name:	Antonio Goncalves		
Signature:		Date:	4 March 2026