

## POSITION DESCRIPTION

<b>Position Title:</b>	Medical Scientist		
<b>Division/Unit:</b>	Global & Tropical Health		
<b>Report to (Role):</b>	Senior Laboratory Technical Advisor		
<b>Classification Level:</b>	F2B5		
<b>Status (FTE):</b>	1.0 FTE	<b>Location:</b>	Dili, Timor-Leste
<b>Number of positions supervised:</b>	Directly:	0	
	Indirectly:	0	
<b>Special Provisions:</b>	<ul style="list-style-type: none"> <li>• Vaccinated against rabies or willing to receive the rabies vaccination.</li> <li>• Travel to municipalities, including participants' homes, to facilitate research activities and conduct follow-up visits as required.</li> <li>• Have a recent National Police Clearance Certificate.</li> </ul>		

### 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:

This role will support multiple projects, but a key focus will be on the **RESPOND** Program - the Regional Engagement in Surveillance and response to Priority diseases, providing Opportunities for National health system strengthening and Development - funded by the Australian Government's Department of Foreign Affairs and Trading (DFAT). The RESPOND partnership will engage with key partners in the Asia-Pacific region, to support the development and implementation of initiatives that will strengthen healthcare capacity and resilience in the region. Drawing on over 20 years of Menzies' experience and established collaborations with Governments and other stakeholders, the RESPOND partnership will work with partner countries to help build capacity for health systems to anticipate, prevent, detect and control priority disease threats. Objectives and priority areas of work (PAOW) have been developed through ongoing discussions with Government and in-country partners, and include strengthening clinical disease surveillance systems, population-based laboratory surveillance, One Health approaches, laboratory systems, point-of-care diagnostics, and case management of priority diseases.

This position will support Menzies work in the National Health Laboratory (LNS), Hospital Nacional Guido Valadares (HNGV) laboratory, Blood Bank, and regional laboratory network in Timor-Leste.

The Medical Scientist will provide overall support for activity implementation at LNS and HNGV for the RESPOND and other Menzies research programs. They will work alongside Menzies, LNS, HNGV and referral hospital laboratory scientists in research projects aimed at strengthening diagnosis and surveillance systems in Timor-Leste with a focus on Serology and Sequencing services. The Scientist will contribute to data collection, addressing quality control issues, assist with the implementation of guidelines and protocols, and support laboratory scientists within LNS, HNGV laboratory and Blood Bank.

#### VISIT US

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

#### POSTAL ADDRESS

PO BOX 41096, Casuarina  
NT 0811, Australia

#### CONTACT

Ph: +670 7711 1910  
menzies.edu.au  
TIN: 4995170

## PRIMARY RESPONSIBILITIES:

The Medical Scientist plays a central role in supporting diagnostic services and research activities within Timor-Leste's national laboratory network. Working closely with scientist from Menzies and the National Health Laboratory (NHL), Hospital Nacional Guido Valadares (HNGV), and the referral hospital laboratories, the position supports the implementation of quality-assured laboratory practices, improved diagnostic capability, and harmonised workflows across key sites.

The Medical Scientist will provide technical support to Menzies scientific and research team members, ensuring that relevant research and project activities proceed smoothly. The position assists the Senior Scientist (Serology) and Senior Scientist (Sequencing) with the introduction and validation of new instruments, test methods and technologies, and supports quality assurance activities to improve accuracy, reliability and timeliness of diagnostic results. The role also supports the research, surveillance and service-improvement activities undertaken by Menzies School of Health Research in Timor-Leste.

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

1. Support the Senior Scientists and project teams to coordinate project-related laboratory strengthening activities across the national laboratory network (i.e. NHL, HNGV and regional hospital laboratories).
2. Assist in activities relating to diagnostic, quality assurance and surveillance capacity within the National Health Laboratory, HNGV laboratory, and referral hospital laboratories.
3. Assist with the implementation, verification and validation of new Microbiology equipment, methods and technologies introduced through Menzies-supported projects.
4. Support staff to maintain and improve internal and external quality assurance, SOPs, biosafety practices and ISO 15189-aligned documentation.
5. Where required, support daily workflow in the Serology and Sequencing departments, including prioritisation of urgent work and escalation of clinically significant results.
6. Support the calibration, troubleshooting and maintenance of laboratory instruments and associated equipment.
7. Assist with research, surveillance and service-improvement activities undertaken by Menzies in Timor-Leste including collaboration with other national and international laboratories.
8. Assist with tracking inventory and consumable management to ensure research activities are consistent and uninterrupted.
9. Assist with research sample management including monitoring storage conditions and entering required data into secured databases or the LIMS where required.
10. Promote safe working practices and uphold workplace health and safety, biosafety and equal opportunity requirements.
11. Undertake other duties as reasonably requested by the Supervisor.

## SELECTION CRITERIA:

<b>1</b>	<b>Qualifications:</b>	1. Bachelors degree in Medical Laboratory Science or a related field
<b>2</b>	<b>Essential Criteria:</b>	<ol style="list-style-type: none"> <li>1. Relevant experience in a diagnostic laboratory.</li> <li>2. Demonstrated experience in teaching, training and/or mentoring other laboratory scientists.</li> <li>3. Demonstrated capacity to work independently without direct supervision under broad direction and as part of a team.</li> <li>4. Demonstrated initiative, good judgement, strong problem-solving skills, strong work ethic and flexibility with work tasks.</li> </ol>

	<ol style="list-style-type: none"> <li>5. Demonstrated ability to assess and establish priorities, manage competing deadlines against expected timeframes, while maintaining accuracy and quality.</li> <li>6. Ability to manage sensitive issues and maintain confidentiality.</li> <li>7. Demonstrated experience and competency with a range of computer software including the Microsoft Office Suite and Laboratory Information Management Systems (LIMS).</li> <li>8. Ability to build relationships within an organisation and collaborative external partnerships. Well-developed capacity to consult, collaborate and negotiate effectively with people from diverse cultures and a wide range of stakeholders.</li> <li>9. Excellent written and verbal communication skills in Tetun, and ability to communicate verbally in English.</li> <li>10. Willingness to learn, continuously improve and respond positively to feedback and supervision.</li> <li>11. Hold or be able to obtain a National Police Clearance certificate.</li> <li>12. Willingness to travel to the municipalities for up to 2 weeks at a time.</li> <li>13. Understanding of and commitment to Menzies values, the principles of Equal Opportunity and contributing to a safe and inclusive workplace.</li> </ol>
<b>3 Desirable Criteria:</b>	<ol style="list-style-type: none"> <li>1. Master's degree in medical laboratory science or a related field</li> <li>2. Good written and verbal communication in English</li> </ol>

### Country Manager

Name:	Antonio Goncalves		
Signature:		Date:	13 March 2026