

## POSITION DESCRIPTION

<b>Position Title:</b>	Senior Scientist - Microbiology		
<b>Division/Unit:</b>	Global & Tropical Health		
<b>Report to (Role):</b>	Senior Laboratory Technical Advisor		
<b>Classification Level:</b>	F1A6		
<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, and regional laboratory network in Timor-Leste.

The Senior Scientist (Microbiology) will provide overall support and coordination for activity implementation at LNS and HNGV for the RESPOND program. They will work alongside LNS, HNGV and referral hospital laboratory scientists in projects aimed at strengthening diagnosis and surveillance systems in Timor-Leste with a focus on Microbiology services. The Scientist will contribute to data collection, addressing quality control issues, assist with the implementation of guidelines and protocols, and support training and side-by-side mentoring of laboratory scientists within LNS, HNGV laboratory, and referral hospital laboratories.

#### VISIT US

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

#### POSTAL ADDRESS

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NT 0811, Australia

#### CONTACT

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## PRIMARY RESPONSIBILITIES:

The Senior Scientist (Microbiology) plays a central role in strengthening diagnostic Microbiology services within Timor-Leste's national laboratory network. Working closely with 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 Senior Scientist (Microbiology) will provide technical leadership, mentoring and on-the-job support to scientific and technical staff, ensuring that Microbiology services meet national needs and align with international standards such as ISO 15189. The position leads the introduction and validation of new Microbiology instruments, test methods and technologies, and supports quality assurance activities to improve accuracy, reliability and timeliness of diagnostic results. The role also contributes to research, surveillance and service-improvement activities undertaken by Menzies School of Health Research in Timor-Leste, and plays an important part in project communication, reporting and stakeholder engagement.

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

1. Support the Senior Laboratory Technical Advisor and project teams to coordinate Microbiology-related laboratory strengthening activities across the national laboratory network (i.e. NHL, HNGV and regional hospital laboratories).
2. Contribute to developing diagnostic, quality assurance and surveillance capacity within the National Health Laboratory, HNGV laboratory, and referral hospital laboratories.
3. Lead the implementation, verification and validation of new Microbiology equipment, methods and technologies introduced through Menzies-supported projects.
4. Implement procedures and train staff to maintain and improve internal and external quality assurance, SOPs, biosafety practices and ISO 15189-aligned documentation.
5. Provide on-the-job coaching, mentoring and SLIPTA-based quality improvement support for scientific and technical staff.
6. Where required, support daily workflow in the Microbiology section, including prioritisation of urgent work and escalation of clinically significant results.
7. Ensure correct operation, calibration, troubleshooting and maintenance of Microbiology instruments and associated equipment.
8. Contribute to research, surveillance and service-improvement activities undertaken by Menzies in Timor-Leste including collaboration with other national and international laboratories.
9. Contribute to project reporting and communication with funders, collaborators and internal stakeholders.
10. Support inventory and consumable management to ensure consistent and uninterrupted Microbiology service delivery.
11. Promote safe working practices and uphold workplace health and safety, biosafety and equal opportunity requirements.
12. Undertake other duties as reasonably requested by the Supervisor.

## SELECTION CRITERIA:

<b>1</b>	<b>Qualifications:</b>	1. Bachelor's 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> </ol>

	<ol style="list-style-type: none"> <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> <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 good written and verbal communication 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> </ol>

### Country Manager

Name:	Antonio Goncalves		
Signature:		Date:	13 March 2026