

POSITION DESCRIPTION

Position Title:	Professional Development Officer - English language		
Division/Unit:	Global and Tropical Health Division		
Report to (Role):	Finance and Administration Manager		
Classification Level:	B2B1-6 (salary commensurate with experience and qualifications)		
Status (FTE):	1.0FTE	Location:	Dili, Timor-Leste
Number of positions supervised:	Directly: 0		
	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:

Menzies Timor-Leste works with the Timor-Leste Government and partners to strengthen health systems for responding to priority health challenges, with a focus on strengthening capacity in clinical, surveillance, and laboratory settings.

We are seeking an experienced Professional Development Officer - English language, to deliver comprehensive language services to Menzies Timor-Leste personnel and specified external Timor-Leste Government stakeholders. The role combines formal English language instruction, informal conversational practice, translation support, and individualised language assistance tailored to healthcare and project contexts.

The successful candidate will design and implement a flexible, multi-modal English language program that accommodates diverse learning needs, professional contexts, and scheduling constraints while supporting language and translation requirements for project documentation and communications.

This will be a 12 months contract, with possibility of extension.

PRIMARY RESPONSIBILITIES:

The following key responsibilities are not exhaustive and may include others as directed by the Supervisor at Menzies Timor-Leste:

Key responsibilities

English Language Training (60% of the role)

Formal instruction

- Design and deliver structured English language courses, tailored to Health Research and the context in which Menzies Timor-Leste program operates
- Implement placement testing and ongoing assessments to track learner progress and create differentiated learning groups based on proficiency levels and learning objectives

Informal conversational English

- Facilitate regular conversation circles and informal practice sessions

VISIT US

Rua de Be-Mori No.83
 Bidau Lecidere, Nain Feto
 Dili, Timor-Leste

CONTACT

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 menzies.edu.au
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- Support cultural exchange and confidence-building in English communication
- Individualized Support**
- Provide one-on-one tutoring for staff requiring targeted language development
 - Offer project-specific English language coaching (e.g. preparing presentations, writing reports, participating in meetings)
 - Support staff preparing for international training opportunities or examinations
 - Assist Menzies staff with professional writing, editing, and communication in English
- Translation & Interpretation Support (30% of role)**
- Translate project documents, reports, protocols, and guidelines between English and Tetum
 - Ensure accuracy and appropriate use of technical terminology
 - Maintain confidentiality and sensitivity when handling programmatic materials
- Program Development & Evaluation (10% of role)**
- Develop schedules that accommodate staff field work and project commitments to enable maximum participation
 - Monitor attendance, participation, and learning outcomes, maintain accurate training records
 - Evaluate program content and delivery and provide recommendations for improvement after completion of a course or an activity.
 - Collaborate with project lead and head of programs leadership team on program refinement
 - Ensure alignment with DFAT policy frameworks on gender equality and disability inclusive development

Any other tasks as reasonably required by the supervisor, project leads, or Head of Programs.

SELECTION CRITERIA:

1	Qualifications:	Professional certification and/or demonstrated experience and competency in teaching English as a second language.
2	Essential Criteria:	<ul style="list-style-type: none"> • Recent experience in similar role in Timor-Leste or another cross-cultural context. • Demonstrated experience in the development and delivery of structured English Language training across a range of language proficiency • Excellent spoken and written English language skills • Proven experience in translation between English and Tetum • Strong attention to detail and accuracy, particularly in documentation, record keeping and reporting • Ability to effectively manage multiple tasks and competing priorities and adapt to changing environments and tasks. • Demonstrated capacity to work as part of a team, and independently, as part of a multidisciplinary team. • Excellent interpersonal and communication skills that enable sensitive and effective communication with a wide range of people including internal and external stakeholders. • Proficiency in Microsoft Office Suite, particularly Excel, Word, and Outlook. • Excellent computer literacy (including google drive suite) and ability to quickly adapt to and learn software platforms. • Willingness to learn, improve and respond positively to feedback and supervision and make ongoing investment in own professional development.

3	Desirable Criteria:	<ul style="list-style-type: none">• Experience working in research and / or in the health sector in Timor-Leste.
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Country Manager

Name:	Antonio Gonçalves		
Signature:		Date:	04/05/2026