

Position Title:	Project Coordinator – HIV		
Division/Unit:	Global and Tropical Health Division, Timor-Leste		
Report to (Role):	Senior Research Coordinator		
Classification Level:	H3C1, negotiable based on experience		
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 COVID-19 and ability to provide suitable evidence to Human Resources. Willingness to travel to municipalities including participants homes to facilitate research activities and conduct follow-up visits as required. 		

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 Project Coordinator will coordinate and lead implementation of projects in Timor-Leste. Specific project details are included in the statement of duties.

The Project Coordinator will be supervised by Senior Research Coordinator.

The Project Coordinator will support Project Leads in coordination of HIV-related work in Timor-Leste;

- liaising with partners including the National HIV Program, Estrela plus, clinical and laboratory teams at national and municipal levels, and other stakeholders to co-design and implement project activities.
- coordinating fieldwork activities including budgeting, logistics, reporting, human resource management.

PRIMARY RESPONSIBILITIES:

The following key responsibilities are not exhaustive and may include others as directed by the Research Coordinator at Menzies School of Health Research Timor-Leste Office.

- Coordinate and lead implementation of the research projects outlined in the statement of duties
- Supervise research nurses and other staff employed to work on the research projects outlined in the statement of duties
- Liaise with Ministry of Health and Instituto Nacional da Saúde Pública Timor-Leste staff at relevant levels, to communicate about the research projects, ensure coordination with Ministry of Health activities
- Communicate and coordinate effectively with health, community, and other stakeholders, to ensure that the projects are carried out in a way that is respectful and appropriate, adapting as necessary to the context of conducting research in Timor-Leste
- Ensure that the research projects comply with the requirements of relevant Ministry of Health and INSP-TL policies and procedures, including for ethical and technical approval of research
- Ensure that study procedures are carried out according to study protocols and in accordance with Good Clinical Practice Guidelines, the Australian Code for the Responsible Conduct of Research, the National Statement on Ethical Conduct in Human Research, and Menzies policies, procedures, and guidelines.
- Ensure that study data are collected, stored, and transmitted appropriately in accordance with

ethical, cultural, and confidentiality requirements.

- Coordinate logistics and administration for field work related to the research projects outlined in the statement of duties
- Ensure that activities progress in line with anticipated workplans and project budgets, working with the investigator team to review progress, produce reports, and revise workplan and budget as needed
- Work with investigator team to meet the monitoring, evaluation, and reporting requirements of relevant funders
- Coordinate regular team meetings
- Work effectively with the Menzies Timor-Leste office support team, to ensure timely internal approvals for finance, human resource, infrastructure, and other project needs
- Develop productive, cooperative working relationships with other members of the research team and division, as well as external collaborators.
- Assist with the conduct of other research studies as required.
- Demonstrate and maintain an 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.
- Any other tasks as reasonably required by the Supervisor, Country Manager or the Investigator team
- for the research projects outlined in the statement of duties.

SELECTION CRITERIA:

1	Qualifications:	Tertiary qualification in health or another field relevant to project coordination
2	Essential Criteria:	<ul style="list-style-type: none"> a) Demonstrated experience in health project coordination in Timor-Leste b) Strong oral and written communication skills including, with demonstrated capacity to communicate with a range of audiences. c) Demonstrated capacity to work independently without direct supervision under broad direction and as part of a team. d) Demonstrated initiative, good judgement, strong problem-solving skills, strong work ethic and flexibility with work tasks. e) Demonstrated ability to assess and establish priorities, manage competing deadlines against expected timeframes, while maintaining accuracy and quality. f) Ability to manage sensitive issues and maintain confidentiality. g) Demonstrated experience and competency with a range of computer software including the Microsoft Office Suite. h) Ability to build strong productive 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. i) Proficiency in English and Tetun. j) Willingness to learn, continuously improve and respond positively to feedback and supervision. k) Hold or be able to obtain a National Police Clearance certificate. l) Willingness to travel to the municipalities. m) Understanding of and commitment to Menzies values, the principles of Equal Opportunity and contributing to a safe and inclusive workplace.
3	Desirable Criteria:	<ul style="list-style-type: none"> a) Research experience and/or relevant work experience involving evidence-based medicine and clinical research.

COVID-19 Safety Requirements:

1. Menzies encourages all staff to be fully vaccinated in accordance with the latest guidance and recommendations for COVID-19 vaccination as issued by the Australian Technical Advisory Group on Immunisation (ATAGI).
2. Menzies requires all staff to implement, as directed, risk control strategies that provide them with

protection from COVID-19 in the workplace such as good hygiene practices, mask wearing, physical distancing and any other reasonable direction.

STATEMENT OF DUTIES: Project Coordinator – HIV

Menzies' HIV-related work aims to contribute to reduced morbidity and mortality for people living with HIV (PLHIV) in Timor-Leste.

Menzies' HIV related activities include

- Strengthening laboratory capability for PLHIV to access routine testing including HIV viral load, and testing for opportunistic infections, both within the National Laboratory and the municipal referral laboratory network
- Plans to conduct a HIV Drug Resistance Survey (DRS), working alongside the National HIV Program and collaborating with the different HIV clinic providers and clinicians at the national referral hospital, and Estrela plus (PLHIV NGO advocacy group) to invite PLHIV to participate. There is little known about HIV drug resistance in Timor-Leste; the results of the DRS will have potential to inform treatment approaches and antiretroviral therapy drug combinations required in country
- Provision of support for a qualitative survey into stigma associated with HIV, led by Estrela plus with research partner support from Menzies

Specific responsibilities for the project(s) will include:

- Stakeholder engagement: Coordinate with stakeholders including the National HIV Program, Estrela plus, national laboratory, and clinicians working at HNGV national referral hospital, HIV clinic staff and municipal referral hospital and laboratory staff on project implementation. This role is likely to require travel to different municipalities.
- Coordination: Organize and coordinate stakeholder meetings to co-design DRS and stigma survey research activities, and subsequent research activities including visits to selected healthcare settings for participant recruitment. Work with laboratory staff to coordinate sample collection and testing processes. Coordinate meetings with stakeholders including laboratory, clinic and hospital clinicians to workshop ideas to improve care and access to laboratory diagnostic testing for patients admitted to hospital with suspected or confirmed HIV.
- Communications: Under direction of Project Leads contribute to preparation of communication materials for meetings and workshops, internal and external stakeholders including content for Menzies Communications (newsletters, social media) and funders (progress updates). Undertake the duties of the role with communication that is respectful and sensitive toward PLHIV at all times
- Research Ethics support: Prepare required documentation for conduct of studies, such as participant information sheets, and consent forms, and ensure the research activities adhere to human ethical guidelines and protocols, including informed consent and adverse event reporting.
- Logistics: Coordinate logistics of conducting fieldwork
- Reporting: Track progress of implementation and project activities against the workplan, work collaboratively with Project Leads to monitor and report on project progress towards stipulated output and outcomes.
- Financial management: Prepare project budgets in compliance with Menzies Procedures,
- Procurement: Coordinate procurement and management of equipment/consumables required for project implementation across various project sites, in compliance with Menzies Policies and Procedures and regulations related to the transport of samples and supplies between countries.
- Risk management: Support development and adherence to risk management and communication plans, standard operating protocols (SOPs) and Menzies Policies and Procedures for travel, field work and safety.

Approved by:	Menzies Timor-Leste Country Manager
Reviewed and approved by:	Menzies Human Resources
Date Approved:	22 nd May 2023