

POSITION DESCRIPTION

Position Title:	Project Officer – Fleming Fund		
Division/Unit:	Global and Tropical Health Division		
Report to (Role):	Project Coordinator		
Classification Level:	Category I3C1 – I2B1		
Status (FTE):	1.0FTE	Location:	Dili, Timor-Leste
Number of positions supervised:	Directly: 0		
	Indirectly: 0		
Special Provisions:	<ul style="list-style-type: none"> • Ability to obtain a clear Police Check • Willing to comply with Menzies Vaccination policy 		

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 the health system's response to infectious diseases challenges. The work focuses on strengthening capacity in clinical, surveillance and laboratory settings. Health research is also conducted on various health issues, with the results having a positive impact for evidence-based practice.

The focus of the Fleming Fund Country Grant for Timor-Leste is strengthening the antimicrobial resistance (AMR) and antimicrobial use (AMU) surveillance systems and antimicrobial consumption (AMC) data capture in both the human and animal health sectors. The project will facilitate a stronger One Health approach to surveillance, bringing together multi-sectoral stakeholders to share surveillance data and gain a better understanding of AMR, AMU and AMC.

The Project Officer will have responsibility for coordinating administration and logistic needs of Fleming Fund activities in Dili and the municipalities.

The position will be based in Dili, Timor-Leste.

PRIMARY RESPONSIBILITIES:

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

- Work with the Project Coordinators to plan and implement the project activities according to workplan and budget.
- Liaise with Government departments and other stakeholders involved in human and animal health, and the environment sector.
- Assist in the arrangement of logistic needs for the teams implementing the activities including travel arrangements, and documentation requirements.
- Assist in the organization of meetings, events, and seminars, under the direction of the Project Coordinator
- Assist with identifying and providing information for the team members which is encouraging and appropriate.
- Collect information about the team's needs such as technical and administration needs. Monitor and support activities to ensure effective impact.
- Collect and store data which is relevant to the monitoring of project activities.
- Archiving and storage of project documentation

- Any other tasks as reasonably required by the supervisor, Project leads or Country Manager

SELECTION CRITERIA:

1	Qualifications:	Tertiary qualification in health or another field relevant to project coordination
2	Essential Criteria:	<ol style="list-style-type: none"> Experience working in project administration, preferably in the health sector Good understanding of the ethics application process required for research Experience in the use of computers and office software packages (MS Word, Excel etc) Proven ability to work collaboratively and effectively as part of a team. Fluent in Tetum, with moderate English language ability Demonstrated ability to work independently in achieving work tasks Effective organization skills, time management and flexibility with work tasks Willingness to learn, continuously improve and respond positively to feedback and supervision Ability to manage sensitive issues and maintain confidentiality Hold or be able to obtain a National Police Clearance certificate Understanding of and commitment to Menzies values, the principles of Equal Opportunity and contributing to a safe and inclusive workplace Any other tasks as reasonably required by the supervisor, country manager and project leads
3	Desirable Criteria:	<ol style="list-style-type: none"> Experience working in projects relevant to infectious diseases would be an advantage Experience working in the environmental sector, in particular water and sanitation would be an advantage

COVID-19 Safety Requirements:

- 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).
- 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 Officer

The Project Officer will work closely with the Senior Project Coordinator and Project Coordinator to support the Fleming Fund Country Grant Timor-Leste. The Project Officer will have responsibility for coordinating administration and logistic needs of Fleming Fund activities in Dili and the municipalities.

Specific responsibilities for the project(s) will include:

- Event coordination for meetings and training, including catering, venue, preparation of invitations letters, budget preparation
- Update and store documentation as per approved protocols and guidelines
- Logistics for fieldwork team including organizing accommodation, travel permits, car bookings, venue hire

Approved by:	Country Manager 
Date Approved:	30/01/2024