

POSITION DESCRIPTION

Position Title:	Administration and Procurement Assistant – Temporary Replacement		
Division/Unit:	Global and Tropical Health Division		
Report to (Role):	Finance Officer		
Classification Level:	Category C2B3		
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 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 Administration and Procurement Assistant is responsible to provide Administrative and procurement support to ensure efficient operation of the office. Responsible for confidential and time sensitive material. Ability to effectively communicate via phone and email ensuring that all Administrative and procurement Assistant duties are completed accurately and delivered with high quality and in a timely manner.

PRIMARY RESPONSIBILITIES:

<p>To support the Administrative, Procurement and Finance activities of the Menzies office, including</p> <ul style="list-style-type: none"> Liaison with suppliers Managing the short-term staff housing Arranging delivery, pick up of staff and office materials Logistical support for meetings and conferences Assist with orientation for new staff and visitors to the office and use of office equipment Keeping up with email communication for the office Assisting with travel arrangements for Menzies staff and volunteers Maintaining and updating vendor's database for necessary goods and services Support procurement of goods and services for the office Keep excel database fuel usage, office stock levels and suppliers updated Track and record orders Compliance with Menzies policies and procedures Liaise with project coordinators to ensure activity and financial records are maintained according to donor requirements Ensure participant lists are completed for Project events and provided to project coordinator for donor reporting purposes Prepare Purchase Requisitions and <ul style="list-style-type: none"> Upload Purchase Requisitions into TechOne Produce Purchase Order Produce Goods Received
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- Be the custodian and the management of Petty cash
 - Maintain records/register and receipts for all daily Petty Cash Expenses
 - Conduct daily Petty Cash count
 - Prepare acquittal and request form when top up is required
- Ensure that the Register of Assets is kept up to date
- Perform other tasks as reasonably required by the supervisor

SELECTION CRITERIA:

1	Qualifications:	Minimum Senior Secondary (Years 10-12) and/or minimum 1-2 years relevant Logistic and Administrative work experience
2	Essential Criteria:	<ol style="list-style-type: none"> 1. Good communication skills in Tetum and basic knowledge of oral English is an advantage 2. Ability to work well with others, be flexible, and prioritize tasks 3. Good work ethic and dedication to completing tasks within the required timeframe 4. Demonstrated ability to take direction and to work as part of a team 5. Demonstrated honesty, maintaining confidentiality, reliable and trustworthy 6. Proven ability to manage and acquit a cash advance 7. Willingness and capacity to travel to the field when required 8. Basic use of Microsoft Office with knowledge in Microsoft Word and Excel 9. Hold or be able to obtain a National Police Clearance certificate 10. Understanding of and commitment to Menzies values, the principles of Equal Opportunity and contributing to a safe and inclusive workplace

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.

Approved by:	Country Manager
Reviewed and approved by:	Menzies Human Resources
Date Approved:	June 27, 2023