

POSITION DESCRIPTION

POSITION TITLE:	Administration and Procurement Assistant – Junior Position
DIVISION / SECTION:	Global and Tropical Health
SUPERVISOR:	Database and Logistics Officer
SALARY RANGE:	C2B3
STATUS (FTE):	Full time
LOCATION:	Dili Timor-Leste
NO. OF POSITIONS REPORTING DIRECTLY:	0
NO. OF POSITIONS REPORTING INDIRECTLY:	0
SPECIAL CONDITIONS:	Ability to obtain a clear Police Check Willing to comply with Menzies Vaccination policy

ABOUT MENZIES:

Menzies School of Health Research is one of Australia's leading medical research institutes dedicated to improving Indigenous, global and tropical health. Menzies has a history of over 30 years of scientific discovery and public health achievement, joining with partners across the Asia-Pacific as well as Indigenous communities across northern and central Australia.

The Menzies Global and Tropical Health (GTH) Division is committed to tackling key areas of public health concern that impact on the health and wellbeing of people and communities across northern Australia and the Asia-Pacific region. With a focus on translational research we shape our research program through close collaboration with a diverse range of healthcare providers, policy makers and researchers, to target priority health issues. Our aim is to find meaningful and relevant ways to improve the health of people in our region.

THE PROJECTS:

Menzies has an office in Dili, Timor-Leste with around 50 Timorese and expatriate staff employed in-country, supporting the delivery of capacity-building and research projects. A number of projects are being implemented through the office under a Memorandum of Understanding between Menzies and the Ministry of Health, and Menzies and the Ministry of Agriculture and Fisheries. The Timor-Leste office is supported by Menzies Corporate Services, the GTH Division and Timor-Leste program officers based in Australia.

SUMMARY OF POSITION:

The Junior 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:

To support the logistics and administrative activities of the Menzies office, including

- Liaison with suppliers, couriers
- Managing the short-term staff housing
- Arranging delivery and pick up of staff and office materials
- Assist with management of Menzies assets, (such as vehicles, office equipment, etc) ensuring the asset register and maintenance schedules are up to date

- 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
- Assist on the booking of vehicles and maintain travel logs
- 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
- Perform other tasks as reasonably required by the supervisor
- Keep excel database fuel usage, office stock levels and suppliers updated
- Managing waste collection at the National Lab
- Track and record orders
- Prepare Purchase Requisitions

SELECTION CRITERIA:

- Minimum Senior Secondary (Years 10-12) and/or minimum 1-2 years relevant Logistic and Administrative work experience
- Good communication skills in Tetum and basic knowledge of oral English is an advantage
- Ability to work well with others, be flexible, and prioritize tasks
- Good work ethic and dedication to completing tasks within the required timeframe
- Demonstrated ability to take direction and to work as part of a team
- Demonstrated honesty, maintaining confidentiality, reliable and trustworthy
- Proven ability to manage and acquit a cash advance
- Willingness and capacity to travel to the field when required
- Basic use of Microsoft Office with knowledge in Microsoft Word and Excel
- 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

Approved by: Menzies Timor-Leste Country Manager

Name: Antonio Goncalves

Signature: 

Date: 4th November 2022