

POSITION DESCRIPTION

Position Title:	Scientist – Referral Hospital Laboratory Mentor		
Division/Unit:	Global and Tropical Health Division		
Report to (Role):	<i>Technical Advisor Diagnostic Microbiology</i>		
Classification Level:	Category F2B1-F2B6		
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 via car, boat, and light aircraft. 		

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:

This position will support Menzies work in the National Health Laboratory and the Referral Hospitals in Timor-Leste. Specific project details are included in the statement of duties.

The Scientist – Referral Hospital Laboratory Mentor will be supervised by *Technical Advisor Diagnostic Microbiology*.

The Scientist will provide overall support and coordination for activity implementation at Laboratório Nacional de Saude do INSP-TL (LNS) and Referral Hospitals for the Fleming Fund Country Grant. The Scientist will work alongside LNS and referral hospital laboratory scientists in projects aimed at strengthening diagnosis and surveillance of infectious diseases in Timor-Leste. The Scientist will contribute to data collection, addressing quality control issues, assist with the implementation of guidelines and protocols, and support training for laboratory scientists within LNS and referral hospitals across Timor-Leste.

PRIMARY RESPONSIBILITIES:

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

- Participate in laboratory capacity building activities focused on quality assurance and the introduction of new laboratory equipment and tests.
- Coordinate monitoring of the microbiology testing at the five referral hospital laboratories. Organise regular on-the-job support for the laboratory scientists.
- Support processing of laboratory tests for routine diagnostic testing as well as approved epidemiological, clinical and laboratory research studies associated with Menzies Timor-Leste projects.
- Assist with the collection and storage of significant isolates and laboratory data for approved research studies.
- Work with the laboratory team to meet the monitoring, evaluation, and reporting requirements of relevant funders
- Develop productive, cooperative working relationships with other members of the LNS,

referral hospital laboratories, Menzies Timor-Leste Laboratory and Office Support team, as well as any other external collaborators.

- 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, Project Leads or Country Manager.

SELECTION CRITERIA:

1	Qualifications:	Relevant qualification in medical laboratory science and relevant experience in a diagnostic laboratory.
2	Essential Criteria:	<ul style="list-style-type: none"> a) Demonstrated experience in medical laboratory science in Timor-Leste. b) Demonstrated leadership experience. c) Demonstrated experience in teaching, training and/or mentoring other laboratory scientists. d) Demonstrated capacity to work independently without direct supervision under broad direction and as part of a team. e) Demonstrated initiative, good judgement, strong problem-solving skills, strong work ethic and flexibility with work tasks. f) Demonstrated ability to assess and establish priorities, manage competing deadlines against expected timeframes, while maintaining accuracy and quality. g) Ability to manage sensitive issues and maintain confidentiality. h) Demonstrated experience and competency with a range of computer software including the Microsoft Office Suite and Laboratory Information Management Systems (LIMS). i) Ability to build 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. j) Excellent written and verbal communication skills in Tetun, and ability to communicate verbally in English. k) Willingness to learn, continuously improve and respond positively to feedback and supervision. l) Hold or be able to obtain a National Police Clearance certificate. m) Willingness to travel to the municipalities for up to 2 weeks at a time. n) 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) Good written and verbal communication in English

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 in Timor-Leste.
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: Senior Scientist – Referral Hospital Mentor Fleming Fund

Menzies has been implementing the Fleming Fund Country Grant since 2019, and it has a strong focus on strengthening antimicrobial resistance (AMR) and antimicrobial use (AMU) surveillance systems through building laboratory and clinical capacity in both the human and animal health

discovery for a healthy tomorrow


sectors. The project facilitates 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 first Fleming Fund Country Grant focused mostly at National level, with activities in partnership with Laboratório Nacional da Saúde (LNS), Hospital Nacional Guido Valadares (HNGV), Surveillance department at Ministry of Health (MOH), the Veterinary Diagnostic Laboratory (VDL) and National Directorate of Veterinary (NDV) at Ministry of Agriculture (MAF). The second Fleming Fund Country Grant which commenced in April 2021 has focused on expanding the activities into the municipalities, through strengthening the microbiology service in the municipal referral hospitals, and also supporting AMR and AMU surveillance in animal health at municipal level.

The project aims are health system and laboratory strengthening, and involve mentoring, working alongside, and building the capacity of staff within the clinical, surveillance and laboratory areas.

Specific responsibilities for the project(s) will include:

- Assist in the introduction and use of protocols, data collection instruments, and guidelines in referral hospital laboratories, with a focus on strengthening of diagnostic microbiology services.
- Support training for other scientists within LNS and the referral hospitals in diagnostic microbiology, to promote an understanding of Menzies' work, research, and to facilitate ongoing collaboration.
- Coordinate training activities in laboratories in the municipality referral hospitals, in collaboration with the Fleming Fund project coordination team, and the senior laboratory technical advisor.
- Work with the Senior Laboratory Technical Advisor to implement project activities according to workplan.
- Work with referral hospital laboratory staff to provide information about the project and to encourage support and participation
- Any other tasks as reasonably required by the supervisor, project leads, or country manager

Approved by:	Antonio Goncalves Country Manager	
Reviewed and approved by:	Menzies Human Resources	
Date Approved:	19/09/2024	