menzies school of health research | Timor-Leste

Location: Rua de Be-Mori I Bidau Lecidere I Nain Feto Dili I Timor-Leste
Phone: +670 7711 1910
Website: www.menzies.edu.au
TIN: 4995170

discovery for a healthy tomorrow

POSITION DESCRIPTION

Position Title:	Project Coordinator – PETAL study		
Division/Unit:	Child and Maternal Health Division		
Report to (Role):	Senior Research Coordinator (Timor-Leste)		
Classification Level:	Category H3C1-H3C3		
Status (FTE):	1.0FTE	**Location:**	Dili, Timor-Leste
Number of positions supervised:	Directly: 2		
	Indirectly: 0		
Special Provisions:	• 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 research projects in Timor-Leste. Specific project details are included in the statement of duties.

The project coordinator will be supervised by the senior research coordinator, with indirect reporting lines to investigator team from the PETAL study.

The project coordinator will ensure that the research meets the standards of Good Clinical Practice (GCP) guidelines, including participant eligibility assessment, informed consent, and adverse event monitoring. The role involves coordinating logistics for PETAL study in Timor-Leste, and supervising staff involved in participant recruitment, clinical data and specimen collection, and follow-up visits, ensuring these are carried out according to the relevant Study Protocols and Standard Operating Procedures. The project coordinator will also maintain regular liaison with the Instituto Nacional da Saúde.

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 project outlined in the statement of duties
- Supervise research nurses and other staff employed to work on the research project outlined in the statement of duties
- Liaise with Ministry of Health and Instituto Nacional da Saúde staff at relevant levels, to communicate about the research projects, ensure coordination with Ministry of Health activities, as required.
- 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 project complies with the requirements of relevant Ministry of Health and INS policies and procedures, including for ethical and technical approval of research
- Ensure that study procedures are carried out according to study protocol and in accordance with Good Clinical Practice Guidelines, the Australian Code for the Responsible Conduct of Research,

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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 project 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 project outlined in the statement of duties.

SELECTION CRITERIA:

1	**Qualifications:**	Tertiary qualification in health or another field relevant to project coordination
2	**Essential Criteria:**	a) Demonstrated experience in health project coordination in Timor-Leste or demonstrated capacity to work at that level as evidenced by annual performance review and/or direct supervisor feedback. b) Strong oral and written communication skills including, 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:**	A minimum of 12-months experience working as part of a clinical trial.

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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 – PETAL study

The PETAL study is a National Health and Medical Research Council funded multi-centre, double-blind, randomised controlled trial to determine whether six-twelve months of weekly antibiotics compared to placebo improves clinical outcomes of First Nations and Timorese children aged less than two years of age hospitalized with an acute lower respiratory infection. This clinical trial will be conducted in collaboration with Australian and New Zealand researchers and will inform local, national and international guidelines, contribute to policy and maximise health outcomes for young First Nations and Timorese children. In Timor-Leste, this study will recruit children who are admitted to Hospital Nacional Guido Valadares.

Specific responsibilities will include:

- Ensuring the management of the clinical trial meets standards of Good Clinical Practice guidelines, including participant eligibility assessment, informed consent, adherence to trial medication administration and adverse event monitoring and reporting
- Participant recruitment, documentation of clinical data and specimen collection, and follow-up visits according to the PETAL Trial Protocol and Standard Operating Procedures.
- Liaising with the Darwin Project Manager on a weekly basis to provide updates and discuss any trial management issues or concerns.
- Attend regular PETAL study meetings to update broader team about study progress.

Approved by:	Antonio Goncalves Country Manager
Date Approved:	23rd September 23, 2024