

POSITION DESCRIPTION

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| Position Title: | <i>Resource Developer and Translator</i> | | |
| Division/Unit: | Global and Tropical Health Division | | |
| Report to (Role): | <i>HR Officer</i> | | |
| Classification Level: | Category <i>DETAIL HERE</i> | | |
| Status (FTE): | 1.0FTE | Location: | Dili, Timor-Leste |
| Number of positions supervised: | Directly: <i>0</i> | | |
| | Indirectly: <i>0</i> | | |
| 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 Ability to obtain a clear Police Check. | | |

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 Resource Developer and Translator provides expert Tetum language advice for all Menzies TL program needs. The role is responsible for leading interpreting and translation work and contributing to the development of program resources required for program activities and operations. The role works to ensure that all partners and stakeholders have access to resources and information regarding the Menzies TL program in the most appropriate format to support their participation and engagement.

The role will report to HR Officer and work closely with the Clinical Leads – Emergency and Critical Care in Timor-Leste, and the Program Coordinator to ensure work is completed according to project timelines, budgets, and funding requirements.

PRIMARY RESPONSIBILITIES:

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

Stakeholder Engagement and Governance:

- Develop and maintain strong, enabling relationships with project and local stakeholders, including clinicians and staff.

Project Planning and Implementation:

- Provide translation, interpretation, revision, and editing of key Menzies TL projects documentation and communications including RECSI project to ensure availability of all required resources in Tetum and from Tetum into English
- Provide translation services (written and listening/speaking) for key meetings, activities and events including RECSI project.
- Support the development and translation of informative and engaging resources and support materials, such as, infographics, eLearning module content, presentations and communications for a variety of stakeholders and audience.

Monitoring, Evaluation and Learning:

- Provide translation support monitoring and evaluation activities including the finalisation of reports, briefing and other communications products for local audiences.

Data Analysis and Quality Improvement:

- Provide translation support for data collection, analysis and quality improvement initiatives and monitor adherence to best-practice standards across activity delivery.

Staff Training:

- Assess the training needs of staff in collaboration with department heads.
- Design, develop, and deliver training programs to enhance staff skills and capacity.
- Coordinate external training opportunities and maintain partnerships with training providers.
- Track and evaluate the effectiveness of training programs and make necessary improvements.

Other Responsibilities:


- Undertake additional responsibilities delegated within the reasonable scope of this position.

SELECTION CRITERIA:

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| 1 | Qualifications: | |
| 2 | Essential Criteria: | <ul style="list-style-type: none"> • 2 years of relevant practical experience providing written and listening/speaking translation services, particularly in the delivery of clinical or health activities in Timor-Leste • Demonstrated experience in the development of informative and engaging resources, training and other communications products for the delivery of quality training programs and health services. • Good interpersonal skills and ability to work collaboratively. • Excellent written and verbal communication skills. |
| 3 | Desirable Criteria: | <ul style="list-style-type: none"> • Proven experience in work with global health, public health, or international development projects. • Fluency in other languages including Bahasa, Portuguese or Spanish |

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.

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| Approved by: | Antonio Goncalves Country Manager |  |
| Date Approved: | 16/10/2024 | |