

POSITION DESCRIPTION

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| Position Title: | Medical Scientist | | |
| Division/Unit: | Global and Tropical Health Division | | |
| Report to (Role): | Senior Laboratory Technical Advisor | | |
| Classification Level: | <i>F2B1, negotiable depending on experience</i> | | |
| 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. • 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 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 Menzies Timor-Leste office manages several large projects, including the Fleming Fund Country Grant for Timor-Leste and the Bacteria Enteropathy and Nutrition (BEN) study with the Australian National University (ANU), as well as other smaller projects and partnerships running concurrently.

The BEN study aims to examine multiple risk factors to understand the relationship between foodborne gastrointestinal infections in Timorese children and subsequent malnutrition and stunting. The Project is funded until December 2027.

The **Medical Scientist – BEN Study** will support Menzies' work within the microbiology, molecular, and toxicology departments of the National Health Laboratory (NHL) with a focus on testing for enteric pathogens and safe laboratory practices, procedure, and proper use of containment equipment in this physical level 2 (PC2) Laboratory. They will work closely with all staff and contribute to routine microbiology testing, data collection, addressing quality control issues, assisting with the development of guidelines and protocols, and supporting capacity building and training for laboratory scientist within NHL. The Medical Scientist will also work with the veterinary laboratory scientist mentor to provide support to the Veterinary Diagnostic Laboratory (VDL) as required.

PRIMARY RESPONSIBILITIES:

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

1. Participate in all Menzies' activities to strengthen laboratory diagnostics, testing, quality assurance, biosafety, disease surveillance, and inventory control.
2. Assist the Senior Laboratory Technical Advisor and NHL staff with the implementation and validation of new equipment installed in the NHL as part of the BEN project.
3. Assist in the development and use of protocols, data collection instruments, and guidelines in NHL relating to the BEN study.
4. Assist NHL staff with coordination of routine internal and external quality assurance (EQA) activities and development/revision of SOPs as required.
5. Contribute to efforts to strengthen the collaboration between clinicians at HNGV and medical scientists at NHL.
6. Contribute to approved Menzies research projects based in the NHL.
7. Participate in regular project meetings.
8. Build and maintain productive relationships and networks within the NHL to promote an understanding of Menzies' work, and research, and to facilitate ongoing collaboration.
9. Working together with the Senior Laboratory Technical Advisor and the Veterinary Laboratory Scientist Mentor to support project activities at the National Health Laboratory and the Veterinary Diagnostic Laboratory as required.
10. Any other tasks as reasonably required by the supervisor (Senior Laboratory Technical Advisor), and/or project leads.

SELECTION CRITERIA:

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| 1 | Qualifications: | Tertiary qualification in medical laboratory science and relevant experience in diagnostic microbiology, molecular biology, or toxicology laboratory |
| 2 | Essential Criteria: | <p>Medical Scientist</p> <ol style="list-style-type: none"> 1. Fluent in Tetum and a working knowledge of English. 2. Proven ability to establish and develop productive partnerships, manage sensitive issues, and maintain confidentiality. 3. Strong communication, negotiation, and liaison skills 4. Initiative, good judgment, and strong problem-solving skills 5. Demonstrated capacity to work independently without direct supervision, under broad direction, and as part of a multi-disciplinary team. 6. Experience in maintaining good organizational and time management skills and proven ability to meet deadlines. 7. Hold or be able to obtain a National Police Clearance certificate. 8. Understanding of and commitment to Menzies values, the principles of Equal Opportunity, and contributing to a safe and inclusive workplace |
| 3 | Desirable Criteria: | <ol style="list-style-type: none"> 1. Relevant experience in a medical laboratory and/or in diagnostic microbiology, molecular biology, or toxicology laboratory 2. Strong verbal and written English communication skills. |


COVID-19 Safety Requirements:

1. Menzies encourages all staff to be fully vaccinated following 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: Medical Scientist

Specific responsibilities for the project(s) will include:

- Assist in the introduction and use of protocols, data collection instruments, and guidelines at NHL and VDL with a focus on microbiology and molecular techniques.
- Support training for other scientists within NHL and VDL in BEN study protocols, and to promote an understanding of Menzies' work, research, and to facilitate ongoing collaboration.
- Assist the Senior Laboratory Technical Advisor and NHL staff with the implementation and validation of new equipment installed in the NHL as part of the BEN project.
- Assist in validating of reagent and consumables with BEN project coordination team and senior laboratory advisor of the needs of project.
- Assist with the collection and storage of significant isolates and laboratory data.
- Coordinate training activities where required, in collaboration with the BEN project coordination team, and the senior laboratory technical advisor.
- Work with laboratory staff to provide information about the project and to encourage support and participation.
- Working together with the Senior Laboratory Technical Advisor to support project activities at the NHL and the VDL as required.
- Any other tasks as reasonably required by the supervisor, project leads, or country manager.

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| Approved by: | Antonio Goncalves  |
| Title | Country Manager |