

## POSITION DESCRIPTION

<b>Position Title:</b>	<i>Project Coordinator</i>		
<b>Division/Unit:</b>	Global and Tropical Health Division		
<b>Report to (Role):</b>	<i>Program Manager, Timor-Leste</i>		
<b>Classification Level:</b>	Category <i>H2B1</i>		
<b>Status (FTE):</b>	1.0FTE	<b>Location:</b>	Dili, Timor-Leste
<b>Number of positions supervised:</b>	Directly: <i>0</i>		
	Indirectly: <i>1</i>		
<b>Special Provisions:</b>	<ul style="list-style-type: none"> <li>Vaccinated against COVID-19 and ability to provide suitable evidence to Human Resources.</li> <li>Willingness to travel to municipalities and internationally, as required</li> <li>Ability to obtain a clear Police Check.</li> </ul>		

### 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.

### ABOUT RECSI

The Department of Foreign Affairs and Trade (DFAT) has funded the *Regional Emergency and Critical Care Systems Strengthening Initiative* (RECSI) under its Regional Health Partnerships (RHP) scheme, commencing from July 2024. RECSI aims to build on the experience of the COVID-19 pandemic, particularly in relation to the need for local critical care capacity, and the value of resilient emergency care systems in detecting and responding to health emergencies. RECSI will also act as a mechanism for embedding the World Health Organization's emergency care systems framework across the region.

RECSI will be delivered through a consortium of organizations including Alfred Health, Monash University, the Australian College for Emergency Medicine (ACEM), the Australian and New Zealand Intensive Care Society (ANZICS), the National Critical Care and Trauma Centre (NCCTRC), the Pacific Community (SPC), St Johns Ambulance Papua New Guinea (SJA PNG), and Menzies School of Health Research.

### SUMMARY OF THE POSITION:

The Project Coordinator – Timor-Leste, is responsible for coordinating and providing logistical and operational support to RECSI program activities in Timor-Leste according to project timelines, budgets, and funding requirements.

The Program Coordinator will report to Menzies, and work in close collaboration with the Clinical Leads – Emergency and Critical Care in Timor-Leste, the RECSI Program Manager and Discipline Coordinators for support to, and delivery of activities in Timor-Leste. The coordinator will also contribute to the Timor-Leste working group within the RECSI governance structure.

### PRIMARY RESPONSIBILITIES:

The following key responsibilities are not exhaustive and may include others as directed by the Supervisor, Menzies School of Health Research Clinical Leads (Emergency & Critical Care) and Menzies TL Country Manager

## Stakeholder Engagement and Governance:

- Collaborate with the program leads to develop and maintain strong, enabling relationships with local stakeholders, including in-country providers, suppliers, healthcare workers and staff.
- Maintain regular contacts within the TL hospital system (HNGV, Referral Hospitals and Directorate of Hospitals) in order to organise, implement and monitor RECSI activities
- Organise correspondence, approvals, letters, activity plans, feedback, data collection and stakeholder meetings in-person or online to facilitate RECSI activities
- Support the Clinical Leads Emergency and Critical Care in the coordination of, and inputs required for, the Timor-Leste regional working group including arranging meeting schedules, follow-up of working group participants, note taking, feedback and activities lists.
- Attend hospital, Ministry of Health or other stakeholder events, meetings and activities as directed by program leads.

## Project Planning and Implementation:

- Contribute to the development of project plans, briefings, reports, and presentations in alignment with RECSI objectives
- Coordinate the implementation of RECSI activities including arranging logistics and operational support for travel, events and training needs, and developing activity plans ,timelines and budgets
- Provide logistical support to RECSI staff during project activities
- Provide logistical, training, coordination and scheduling for participants who have travel to Dili to participate in RECSI activities.
- Provide administrative and logistical support to the clinical leads and other RECSI personnel.

## Financial Oversight and Control:

- Coordinate management and liaison with in-country suppliers to RECSI activity needs including obtaining quotes and making purchases, venue or equipment hire and catering needs.
- Support the preparation and review of budgets and project expenditure for RECSI activities in Timor-Leste including submission of required reporting and documentation to the lead contractor in line with contractual requirements.

## Monitoring, Evaluation and Learning:

- Support the coordination of monitoring and evaluation activities including required reporting documentation for program activities in Timor-Leste.
- Support data collection activities for RECSI project, both in terms of project activities, baseline data, clinical data/registries, training assessments/reports and research activities.

## Other Responsibilities:

- Support program inputs and outputs related to Gender Equity, Disability and Social Inclusion (GEDSI).
- Contribute to funding proposals, submissions, reports and sub-contracts regarding RECSI activities in Timor-Leste.
- Ensure project templates, procedures, and documentation are maintained in accordance with guidelines.
- Undertake additional responsibilities delegated within the reasonable scope of this position.

## SELECTION CRITERIA:

<b>1</b>	<b>Qualifications:</b>	<ul style="list-style-type: none"> <li>• Tertiary degree in health science, nursing, midwifery, medicine or other health related field</li> <li>• Workplace based specialty training certificates or post-graduate qualifications in relevant health, project management fields.</li> </ul>
<b>2</b>	<b>Essential Criteria:</b>	<ul style="list-style-type: none"> <li>• Experience working for Timor-Leste based in local or international health organisations</li> <li>• Demonstrated competence in Microsoft Suite and ability to learn new software programs</li> <li>• Experience in stakeholder and project management including</li> </ul>

		<p>emails, data collection, report writing, project planning, preparing and executing budgets</p> <ul style="list-style-type: none"> <li>• Strong stakeholder relationships within TL health sector and Ministry of Health</li> <li>• Strong verbal and written communication skills</li> <li>• Ability to work collaboratively and prioritise and coordinate multiple activities</li> <li>• High level of written and spoken English</li> </ul>
<b>3</b>	<b>Desirable Criteria:</b>	<ul style="list-style-type: none"> <li>• Exposure to, or experience in, Timor-Leste critical or emergency care contexts</li> <li>• Prior project management experience</li> <li>• Experience in mainstreaming GEDSI considerations into program design, operations and reporting.</li> </ul>

### 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.

Approved by:	Country Manager
Date Approved:	13 November 2024