

POSITION DESCRIPTION

Position Title:	Health Resource and Partnership Officer		
Division/Unit:	Global and Tropical Health Division		
Report to (Role):	<i>Project manager AMR Timor-Leste</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 on several projects focusing on Antimicrobial Resistance (AMR) in Timor-Leste. Specific project details are included in the statement of duties.

The Health resource development and Partnership officer will be supervised by *Project manager AMR Timor-Leste*

The Health resource and Partnership officer will provide support to the project management team in liaising and coordinating activities with international partners and donors (Department of Health and Social Care through UKaid, and Welcome Trust) involved with the work related to Antimicrobial Resistance. This includes projects such as the Fleming Fund Country Grant to Timor-Leste, and Centres for Antimicrobial Optimisation network (CAMO-Net). The role will also involve working with the technical teams to identify and develop health resources, including, but not limited to resources used for training purposes.

PRIMARY RESPONSIBILITIES:

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

- Collaborate closely with Menzies project teams and other stakeholders to identify and develop health promotion and/or training materials which will support work towards achieving project objectives.
- Regularly measure and report on performance/effectiveness of health resources developed and campaigns against goals and key indicators of public acceptance.
- Develop productive, cooperative working relationships with government and

international partners, Menzies Timor-Leste team and Office Support team, as well as any other international collaborators.

- Organise formal meetings and workshops to ensure good coordination and collaboration with international partners.
- 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 communication or public health and at least two years' experience in the relevant field
2	Essential Criteria:	<ul style="list-style-type: none"> • Excellent oral and written communication skills in English and Tetun • Extensive experience working with internal and international partners, and international donors. • Knowledge of project management, including setting goals, identifying audiences, planning tasks and resources, developing systems and procedures to track progress. • Demonstrated experience in developing health resources to meet project needs in strengthening health system capacity, including monitoring the effectiveness of the resources to achieve the outcome. • Capacity to work independently without direct supervision under broad direction and as part of a team. • Demonstrated initiative, good judgement, strong problem-solving skills, strong work ethic and flexibility with work tasks. • Demonstrated ability to assess and establish priorities, manage competing deadlines against expected timeframes, while maintaining accuracy and quality. • Willingness to learn, continuously improve and respond positively to feedback and supervision. • Hold or be able to obtain a National Police Clearance certificate. • Understanding of and commitment to Menzies values, the principles of Equal Opportunity and contributing to a safe and inclusive workplace.

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: *Resource development and Partnership officer*

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, clinical and surveillance capacity in both the human and animal health 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 seen an expansion of 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 second phase of the project involves collaboration with a number of international partners implementing the Fleming Fellowship program and Fleming Fund Regional Grants.

CAMO-Net is a unique global partnership, aimed at addressing AMR and support antimicrobial optimisation for use in humans. The work is underpinned by the values of equity, local leadership, co-production of activities, knowledge mobilisation, mutual cross-regional learning, training, capacity and capabilities strengthening, and output sharing. Menzies works in collaboration with the Universidade de Paz (UNPAZ) in Dili to implement CAMO-Net, together with several international partners.

Specific responsibilities for the project(s) will include:

- Support the human health and animal health team to identify and develop/ revise health promotion and/or training resources to support their work on AMR.
- Regularly measure and report on performance/effectiveness of health resources developed and campaigns against goals and key indicators of health professional and/or public acceptance.
- Develop and maintain productive, cooperative working relationships with government and international partners, Menzies Timor-Leste team and Office Support team, as well as any other international collaborators.
- Provide guidance to relevant international project partners unfamiliar with Timor-Leste, to ensure context-specific, consistent and quality messages, which align with project objectives.
- Maintain up-to-date database of members from international partners involved with AMR projects in Timor-Leste
- Organise meetings with international partners to ensure good coordination and collaboration, including compiling meeting notes.
- Coordinate visits to Timor-Leste from international partners and donors.
- Coordinate and provide logistical support for Menzies TL staff and staff from government partners when travelling overseas to attend conferences and training.
- Any other tasks as reasonably required by the supervisor, project leads, or country manager

Approved by:	Country Manager
Reviewed and approved by:	Menzies Human Resources
Date Approved:	14 November 2024