

A more equitable world through better health.



POSITION DETAILS

TITLE	Senior Project Officer
CLASSIFICATION	Professional Level 6.1 – 6.3: \$91,119 – \$94,796 + super + salary packaging
TIME FRACTION	Full Time
CONTRACT TYPE	12 Months Fixed Term
LOCATION	The Alfred Centre, 99 Commercial Road, Melbourne 3004, Boonwurrung Land / Work From Home
REPORTS TO	Project Manager(s), Vector-Borne Disease and Tropical Public Health Working Group
DIRECT REPORTS	Nil
LAST UPDATED	March 24

POSITION SNAPSHOT

The Senior Project Officer will work closely with the Project Managers, the finance and administration teams, as well as in-country team members and technical staff, providing essential support and coordination to a range of VBDDPH projects and linked activities delivered in the Pacific. Working in an experienced team of development professionals, the Senior Project Officer will contribute to project implementation, monitoring, and evaluation, as well as grant, contract, and financial reporting of malaria and other VBD projects within the VBDDPH Working Group.

KEY RESPONSIBILITY AREAS

1. PROJECT & PROGRAM COORDINATION	<ul style="list-style-type: none"> Work with the Project Managers, technical staff & in-country teams by collecting staff reporting inputs and project data, collating data, and formatting reports, briefs and other deliverables. Coordinate project activities, such as workshops, and conference attendance. Arrange meetings, take project meeting minutes, and summarise key action points for circulation. Create and maintain project implementation tracking tools and templates. Ensure BI policies and donor requirements are integrated into project management and operational systems. Conduct ongoing monitoring, evaluation and reporting of project activities. Support writing and managing grant applications Coordinate contracts and sub-contracts and ensure contract compliance Contribute to the development, implementation, and integration of project activities, including protocol preparation, operational planning and implementation, compliance with regulatory requirements, data management and analysis/reporting.
2. FINANCE MANAGEMENT	<ul style="list-style-type: none"> Management of project budgets on periods of PM leave. Support ongoing review of project transaction reports and budgets to ensure appropriate coding of expenditures. Provide detailed costing of specific initiatives as required in line with available budgets. Conduct routine finance-related tasks. Coordinate others in the VBDDPH team, plus in PNG & Melbourne finance teams to ensure finance tasks are completed efficiently and in a timely manner.
3. PEOPLE SUPPORT	<ul style="list-style-type: none"> Build relationships with field team staff and respond to issues or concerns. Liaise with Burnet HR teams in Melbourne and PNG on matters that affect staff members. Establish and enhance strong working relationships with PNG Country Offices and relevant technical staff.
4. OTHER	<ul style="list-style-type: none"> Work with the Project Manager and VBDDPH Working Group team members to establish and maintain key policies & procedures. Input key project information into various project and working group tracking Systems.

	<ul style="list-style-type: none"> Collate documentation and evidence for audits, reviews, reporting and accreditations. Provide some general administrative support to Project Managers as required.
5. TRAINING	<ul style="list-style-type: none"> Responsible for completing all required training in line with the position/role.

KEY SELECTION CRITERIA

QUALIFICATIONS / EXPERIENCE / KNOWLEDGE / ATTRIBUTES		
1.	Qualification in International Development, Public Health or equivalent relevant experience for 1-3 years at a senior project coordination level	Essential
2.	Highly developed organisational and administrative skills with the ability to prioritise tasks and meet deadlines, including experience supporting complex projects or programs.	Essential
3.	Experience and understanding of project related finances, e.g. Budgeting, forecasting, acquittals and payment processing.	Essential
4.	Excellent interpersonal skills and understanding of cultural sensitivity, including the ability to engage with a diverse range of people.	Essential
5.	Strong judgement and problem-solving skills.	Essential
6.	Experience with contract management or writing grant applications	Desirable
7.	Experience applying a GEDSI (Gender Equality, Disability & Social Inclusion) analytical lens to international development or public health activities.	Desirable
8.	Experience in supporting the monitoring, evaluation and reporting of projects.	Desirable

About Burnet Institute

Vision

A more equitable world through better health.

Purpose

Create and translate knowledge into better health so no-one is left behind.

Values

Respect, Equality, Inclusiveness, Diversity.

Who we are

Burnet Institute is an Australian-based medical research and public health institute and international non-government organisation that is working towards a more equitable world through better health.

What we do

We are committed to creating and translating knowledge into better health so no-one is left behind. We do this through engaging with and understanding the needs of a broad range of communities and stakeholders to develop laboratory-based and social research programs, policies and products that deliver better health outcomes.

Where we work



Priority countries:

Australia | Papua New Guinea | Myanmar

We also support and contribute to research and public health programs in other Asian, Pacific and African countries.

Australian Institute for Infectious Disease (AIID)

Bringing together Burnet Institute, The University of Melbourne, and the Doherty Institute with funding from the Victorian Government, the AIID is a visionary initiative designed to protect Australia and the region against infectious disease and future pandemics. Establishment of a new state-of-the-art facility which will be the new home of Burnet is expected to be operational by 2027.



OCCUPATIONAL HEALTH AND SAFETY

The Burnet has a commitment to providing a safe and healthy workplace in accordance with the Occupational Health and Safety Act 2004. All staff are obliged to take all reasonable care to ensure that their actions do not place themselves or others at risk.

OTHER REQUIREMENTS

The Burnet Institute is a child safe organisation. The incumbent of this position will be required to undergo a Police Check and possibly a Working with Children Check as a condition of employment. The types of contact with children can be viewed [here](#). This position involves the following contact with children (any individual aged under 18 years):

CONTACT TYPE	No Contact With Children
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ENQUIRIES

For enquiries, please contact Project Managers Paul Daly (paul.daly@burnet.edu.au) & Alexa Murray (alexa.murray@burnet.edu.au)