

A more equitable world through better health.



POSITION DETAILS

TITLE	Project Officer
CLASSIFICATION	Level 5.5 – 5.8: \$80,976 - \$85,936 (pro-rata) + super + salary packaging
LOCATION	The Alfred Centre, 99 Commercial Road, Melbourne 3004 / Work From Home
REPORTS TO	Project Manager, TB Working Group
DIRECT REPORTS	Nil
LAST UPDATED	June 23

POSITION SNAPSHOT

The Project Officer will work closely with the Project Manager (Western Province Projects), the finance and administration teams, as well as in-country team members and technical staff, providing essential support to a range of tuberculosis projects and linked activities delivered in Western Province, PNG. Working in an experienced team of development professionals, the Project Officer will provide logistical and administrative support to the implementation of Western Province projects within the Tuberculosis (TB) Working Group.

KEY RESPONSIBILITY AREAS

1. PROGRAM ADMINISTRATION AND PROJECT MANAGEMENT SUPPORT	<ul style="list-style-type: none"> Provide support to Project Managers, technical staff & in-country teams by collecting staff reporting inputs and project data, collating data, and formatting reports, briefs and other deliverables. Provide operational support to project activities, such as workshops, and conference attendance. Arrange/book meetings, take meeting minutes, and summarise key action points for circulation. Maintain tracking tools for project implementation including the development of project templates. Ensure BI policies and donor requirements are integrated into project management and operational systems. Lead the coordination of travel arrangements for all consultants and staff where required, including booking flights, accommodation, arranging medical checks, insurance, security briefings, visas, PNG medical and nursing registrations etc Support mobilisation and demobilisation of all personnel relocating to Daru, PNG
2. FINANCIAL SUPPORT	<ul style="list-style-type: none"> Support ongoing review of project transaction reports and budgets to ensure appropriate coding of expenditures. Support detailed costing of specific initiatives as required in line with available budgets. Process payments & reimbursements for project teams in Melbourne and PNG to Liaise with finance staff in Melbourne and PNG to track project payments. Support Australia-based procurement of project equipment and maintenance of project asset registers.
3. ORGANISATIONAL RESPONSIBILITY	<ul style="list-style-type: none"> Comply with the Institute's 'Terms and Conditions of Employment' and those outlined in individual staff contract. Contribute to a harmonious team environment and maintain good working relationships with all suppliers, partners and stakeholders. Participate in staff and program meetings and trainings. Participation in the performance review process with the relevant line manager assessing progress against key performance indicators. Participation in professional development activities through on-the-job learning, reading, and in-house and external training.
4. HR SUPPORT	<ul style="list-style-type: none"> Coordinate the recruitment and mobilisation/demobilisation of field team staff, providing leadership to HR processes including staff orientation and onboarding. Support field team management by building relationships with field team staff and responding to issues or concerns

	<ul style="list-style-type: none"> • 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.
5. OTHER	<ul style="list-style-type: none"> • Support overall Tuberculosis Working Group to establish and maintain key policies & procedures. • Input key project information into Tuberculosis Working Group and PNG program tracking Systems. • Support collation of documentation and evidence for Australian NGO Cooperation Program (ANCP) reaccreditation • Support migration of filing system to of 365 including filing and archiving • Other general administrative support to Project Managers as required.
6. TRAINING	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	Essential
2.	Demonstrated administrative skills and experience supporting complex projects or programs.	Essential
3.	Experience and understanding of project related finances e.g. Budgeting, forecasting, procurement and payments	Essential
4.	Experience in coordinating travel arrangements.	Essential
5.	Highly developed organisational skills with the ability to prioritise tasks and meet deadlines.	Essential
6.	Strong judgement and problem-solving skills.	Essential
7.	Excellent interpersonal skills, including ability to engage with a diverse range of people.	Essential
8.	Experience in international development/NGO and understanding of cultural sensitivity.	Essential
9.	Experience with collection and analysis of qualitative and/or quantitative data	Desirable
10.	Experience in public health research	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. As part of this exciting collaboration, a newly established state-of-the-art facility will be the new home of Burnet.



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

Evidence of full vaccination against Covid-19 will be required. 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 Sarah Körver (Project Manager) sarah.korver@burnet.edu.au