

A more equitable world through better health.



POSITION DETAILS

TITLE	Deputy Country Director – Operations, Papua New Guinea (PNG)
CLASSIFICATION	OS
TIME FRACTION	1 FTE
CONTRACT TYPE	Fixed Term 24 to 36 months (Negotiable)
LOCATION	Port Moresby or Kokopo Office, Papua New Guinea
REPORTS TO	Country Director, PNG
DIRECT REPORTS	7 PNG based staff
LAST UPDATED	May 25

POSITION SNAPSHOT

The Deputy Country Director – Operations (DCDO), PNG will be part of a team of experienced professionals, including the PNG Director and Deputy Country Director – Programs, providing leadership of Burnet’s PNG Program, and in particular maintaining and strengthening our PNG operations systems. Working also with the Institute’s Funding Partnerships team, International Program Quality & Effectiveness team, and PNG/Working Group leaders, the position will contribute to the on-going growth and success of the PNG program.

The Deputy Country Director - Operations will oversee all in-country operations including human resources, financial management, contract management, security, and administration. The position will provide support to a diverse portfolio of projects, utilising a wide range of funding modalities (development contracts, research grants and non-government organisation funding) and coordinate support to the in-country team. This position also provides a focal point between PNG and Melbourne offices and is instrumental in maintaining effective relationships between key stakeholders in Melbourne and PNG. The role will require the DCDO to establish and maintain effective working relationships with donors, implementing agencies and other stakeholders.

This role oversees 7 full-time staff and an operational budget of approximately AUD \$2 million (or USD \$1,270,400).

KEY RESPONSIBILITY AREAS

Program Management and Contract Compliance

- Facilitate in-country delivery of projects to ensure that donor contractual requirements are being met and that projects are being delivered on time and within budget.
- Ensure that country-specific Policies and Procedures are in place so that program activities are implemented in compliance with Burnet Institute policies & procedures including those specified in the International Program Quality and Standards Manual.
- Ensure country program activities and donor agency compliance obligations are being fully met in-country, and are implemented in a manner which is consistent with the ACFID Code of Conduct, including Child Protection, Fraud and Counter-terrorism Policies and other safeguarding standards.
- Implement and oversee systems, processes, and tools that facilitate efficiency, effectiveness, and accountability in Burnet’s PNG activities.

	<ul style="list-style-type: none"> • Assist the Country Director develop and oversee the PNG Strategic Plan and the corresponding annual operational plan. • Ensure that appropriate delegations of authority are being followed. • Responsible for the management of contracts and contract variations in accordance with Burnet's organisational and financial requirements • Undertake (or delegate and oversee) budget and activity monitoring to ensure effective project implementation and contractual and institutional compliance • Ensure appropriate and efficient record keeping practices are in place including maintaining up-to-date files, electronic (in program database) and hard copy, of all key project documents including signed contracts, work plans, budgets, reports and approval documents • Support the International Program Quality team to maintain a system that provides timely and accurate information on performance indicators, by embedding a Monitoring, Evaluation, Learning & Improvement Framework for PNG operations. •
Financial Management & Risk Management	<ul style="list-style-type: none"> • Ensure that all financial management requirements are being met - including the timely reporting of cash-flow, expenditure [budget v actual], budget and contractual implications of activity variations • Oversee the development and updating of the country annual risk management matrix in conjunction with the Country Director and the Head, Security & Logistics. • Ensure all country risks identification, mitigation and treatment measures are documented and regularly reviewed in the RiskWare platform. • Undertake (or supervise) financial monitoring and analysis with the Country Representative, supported by the Institute's finance team, • Ensure effective systems are in place for financial reporting and invoicing to donors. • Coordinate internal or donor-requested audit processes as required • Ensure the annual budgeting process, project-level budgeting, forecasting and the quarterly review processes are delivered on time with appropriate inputs by the in-country and Institute's Finance teams. • In accordance with delegated authority, review and approve country fund requests. <p>Ensure effective use of personnel and maximise efficient use of financial resources.</p>
Security & Context Management	<ul style="list-style-type: none"> • Ensure security and risk management plans are in place and updated every 3-6 months for in-country activities and actively managed for compliance by all personnel. • Support the Country Director with decisions pertaining to security level assessments and related actions. • Provide updates for Melbourne-based staff on changes in health and security risks. • Conduct or delegate briefing & debriefing of international deployments and inputs and ensure local deployments in-country are appropriately managed. • Provide status reports to the Financial, Audit, Risk & Compliance Committee as required
Partnership & Funding Development	<ul style="list-style-type: none"> • Work with the Business Development team, Country Director, Deputy Director-Programs, and Working Groups to support the identification, tracking and information gathering for new funding opportunities for the PNG Program. • Contribute to the development of high-quality proposals with particular input into risk management, governance, and budgeting. • Participate in Funding Partnerships t meetings and ensure regular updates of the business development tracking database are performed. • Establish and enhance strong working relationships with the Country Director, in-country Teams, Working Groups, PNG Executive and PNG Technical Oversight Committee, and Country Office staff. • Work with the Funding Partnerships team and Country Director to establish and enhance strong relationships with key regional, international and local stakeholders, including development partners, donors and other implementing agencies. • Act as a central contact reference point for administrative and activity support for PNG-based staff with Melbourne-based Burnet Institute staff and departments (e.g. Finance, People, IT support, OHS, International Program Quality, Safeguarding, Marketing & Communications, Philanthropy). • Establish and oversee communication protocols for the effective management of relationships with all key stakeholders, both internally and externally.

	<ul style="list-style-type: none"> Oversee due diligence process and procedures for PNG partners to ensure their compliance with Burnet's Policies and Procedures.
Personnel Management	<ul style="list-style-type: none"> Directly line-manage the heads of Finance and Administration, Human Resources and Security and Logistics, providing continuous performance management, support and monitoring, annual performance reviews and management of issues relating to performance or unsatisfactory conduct. The incumbent will establish an effective network of Melbourne-based Project Managers who are managed in other teams but working on PNG activities. Advise and support the Country Director and other PNG leaders on a range of personnel management issues, including performance management of in-country staff, consistent with BI policies and procedures. Assist the Country Director (and Senior Management Team) with recruitment and mobilisation of in-country staff and consultants for the Program including the preparation of TORs and Terms and Conditions of employment/engagement. Oversee selection, implementation and completion of relevant consultant inputs, including payments
People Leadership	<ul style="list-style-type: none"> Ensure all direct reports have clear performance goals and development plans which enable them to contribute to the Burnet 2030 in relation to international activities. Ensure participation of all staff in the People Development Framework (PDF) to enhance performance and identify training, professional development and career coaching needs. Ensure compliance within the group in relation to all required compliance training including online and face to face training. Manage HR issues with the support and guidance of HR as needed. Manage leave within the group to ensure leave balances are kept within institute policy guidelines. Coach and support staff and students.
Out of Office	<ul style="list-style-type: none"> Monitor, read, or respond to contact outside of work hours which relates to performance of work where reasonable.
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. Tertiary level qualification in management (Financial/ Business or equivalent)	Essential
2. Substantial experience in senior operational management of complex public health or other development programs	Essential
3. Significant experience as member of a senior management team, and collaboration with peers and reports for achievement of strategic goals	Essential
4. Experience in high-level management of program finance teams	Essential
5. Proven track record in developing and monitoring multi-year program budgets, and oversight of rigorous financial standards and controls	Essential
6. Substantial experience in all key aspects of Human Resource management, including recruitment, staff support, professional development and disciplinary procedures	Essential
7. Experience in managing complex stakeholder relationships, including government and NGO partnerships	Essential
8. Sound knowledge and practical experience of developing and monitoring security and risk management systems and standards	Essential
9. Familiarity with safeguarding standards and practice, including Child Protection, and Prevention of Sexual Exploitation, Abuse and Harassment, and commitment to integrating and tracking these across a complex program	Essential

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)

Burnet Institute is a foundation partner of the AIID, a visionary initiative designed to protect Australia and the wider Asia-Pacific region against major global health issues and pandemics. The state-of-the-art facility is expected to be open in 2028 and will be home to Burnet Institute, Doherty Institute and The University of Melbourne, with funding from the Victorian Government. In joining this exciting initiative, Burnet will remain an independent medical research institute.



BURNET 2030 STRATEGY

The Burnet 2030 Strategy focuses on growing our impact, placing equity at the centre of what we do, and paying close attention to the effects of a rapidly changing climate and environment. Our point of difference is our technical breadth—from laboratory-based discoveries to field research, to commercialisation to development programs; all to progress toward a more equitable world. This is what sets us apart. Our Strategy will also see us invest in our people, building our position as the aspirational workplace within the sector with ethical values and a culture committed to fostering talent for future leadership and rewarding careers.

Whilst our headquarters is in Melbourne, Australia, we also have offices in Papua New Guinea, Vanuatu and Myanmar and are actively involved in research and public health programs throughout Australia, the Asia-Pacific region, and Africa. Burnet is the only unaligned organisation in Australia that has dual accreditation with both the Australian National Health and Medical Research Council (NHMRC) and the Department of Foreign Affairs and Trade (DFAT).

Burnet has been working in Papua New Guinea for almost 20 years in a range of capacities. Our programs are aligned with PNG's National Health Plan, and focus on support to and capacity building of national and provincial health authorities and other PNG partners. Burnet's work includes piloting innovation and conducting research concerning health services and systems; directly implementing or managing programs with community partners; advocating for improved health policies and assisting in their development, providing education for post-graduate public health and development specialists, and building the capacity of individual health workers.

Burnet PNG is registered as an Incorporated Association, with a PNG head office located in Kokopo ENBP and is our core administration base. A second office is located in Port Moresby where several implementation teams and associated administration support is based. Burnet currently has approximately 126 locally employed and 11 internationally mobilised staff across multiple sites – Kokopo, Port Moresby and Daru.

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

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	Indirect Contact With Children
LOCATION OF CONTACT	Papua New Guinea

ENQUIRIES

For enquiries, please contact careers@burnet.edu.au