



Position Description

Position:	Project Administrator, PNG Country Program
Responsible To:	PNG Project Manager, Centre for International Health
Employment Type:	Full time, initial 8-month contract, with possible extension (6-month probation period)
Location:	Melbourne

Context:

The Burnet Institute (BI) is an Australian, not-for-profit, unaligned and independent medical research institute. Our mission is to achieve better health for poor and vulnerable communities in Australia and internationally through research, education and public health. Burnet is the only 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-Australian Aid). Burnet's approach to addressing complex global health issues is:(1) To generate new knowledge and health intervention tools (2) To apply the best available evidence to community-level public health programs. Burnet has specialist expertise in infectious diseases, maternal & child health, high-risk behaviors (especially alcohol, injecting and non-injecting drugs) and sexual & reproductive health. Burnet is Australia's largest medical research and public health institute employing over 380 staff. This includes technical specialists, scientists and researchers based in our Melbourne office and 150 international staff working through offices in Myanmar (Burma), Papua New Guinea (PNG), and Lao PDR.

The Centre for International Health (CIH) is an international non-government organisation (iNGO) that leads Burnet's work to improve health in low and middle-income countries. We promote positive health outcomes through implementing or managing programs with community partners, conducting research that informs and strengthens health programs and services, advocating for improved health policies and assisting in their development, providing education for post-graduate public health and development specialists who work in low and middle-income countries, and building the capacity of health and development agencies and workers.

Our public health efforts tackle the most critical health problems of resource poor and vulnerable communities, guided by the Millennium Development Goals and our commitment to equity. We are currently involved in:

- Women's and children's health
- Infectious diseases including HIV, STIs, Tuberculosis and Malaria
- Reducing the harms associated with drug and alcohol use
- Health systems strengthening and primary health care
- Healthy ageing

Burnet has been working in Papua New Guinea for over 15 years in a range of capacities, including implementing or managing programs with community partners, piloting innovation and conducting research concerning health services and systems, advocating for improved health policies and assisting in their



development, providing education for post-graduate public health and development specialists or supporting in-country capacity in this area, and building the capacity of health and development agencies and workers.

Recent and current work in PNG includes:

- Research and innovation: including conduct of a major maternal and child health research initiative in East New Britain Province (currently scaling up); the Medical Supply Reform Impact Evaluation; and research into point-of-care testing for STIs, in collaboration with IMR.
- Public health service delivery: management and implementation of a Home-based Management of Malaria program in East New Britain; a pilot male health promotion program in Port Moresby; and a project supporting mothers and fathers to prepare for safe childbirth and infant care in East New Britain.
- Health systems strengthening – including health service provision in management of TB care in Western Province and CD4 testing in HIV at the Central Public Health laboratory; in research priority setting and oversight in the National Department of Health; in tertiary public health education at the School of Medicine and Health Sciences; and in design and delivery of research at the Institute of Medical Research.
- Health systems assessment, design, and program monitoring and evaluation - including the supporting designs for the School of Medicine HECS program; the IMR PHHRC design; and the NDoH National Health Plan Mid-Term Review.

Position Summary

The Project Administrator will be part of an experienced team of development professionals supporting the Institute's PNG activities. The Project Administrator will support the effective implementation of a portfolio of projects managed by the Project Manager.

The Project Administrator will work closely with the PNG Project Manager, Program Manager, relevant Technical team members & in-country Operations Manager to ensure effective administrative support for the implementation of activities within the current PNG program.

Reporting and Relationships

The Project Administrator will report to the PNG Project Manager and will work closely with the in-country Operations Manager, the Melbourne based Project Accountant and the PNG Country Program Manager. The Project Administrator will also liaise directly with Melbourne based Technical Team members in respect of support and implementation of the country program activities.

The Project Administrator will be a member of both the PNG Country Program Team and the CIH Program Management Team.

Roles and Responsibilities

Program administration:

- Provide support for the Project Manager, technical staff & in-country teams in collecting necessary staff reports and project data, in collating data against relevant templates, and in formatting of reports, briefs and other deliverables.
- Provide operational support to program activities, such as workshops, conference attendance etc.

- Support program monitoring and governance through taking minutes at meetings, summarising key actions from reports and communications, and maintaining tracking tools for activity implementation.
- Maintain Program Library and filing systems in Melbourne for key documents.
- Coordination of relevant team, PNG staff, and other meetings, including preparation of minutes.

Finance support:

- 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
- Maintain tracking for receipt of consultant timesheets and deliverables, and their approval for invoicing and processing of consultant payments.
- Assist Program Manager in maintaining filing systems, and in collating financial information for audits in accordance with donor & internal requirements.

Personnel:

- Assist with recruitment and mobilisation of staff and consultants, including preparing TORs and Terms and Conditions of employment/engagement, advertisements.
- Monitor chargesheets of project staff and advisers to ensure they are in accordance with available funding.

Travel

- Coordinate with Port Moresby Office in maintenance of travel register for all staff/TA travel.
- Work with Port Moresby Office and Travel Agent(s) to coordinate travel arrangements for all consultants and staff where required, including flights, accommodation, phones, security briefings etc.

Selection Criteria

Essential Skills/Experience:

- Demonstrated experience in an administrative role for complex projects or programs
- Excellent financial and HR support skills.
- Highly developed organisational skills with the ability to prioritise and meet deadlines.
- Demonstrated capacity to work both as an effective team member and independently, exercising strong judgement and problem-solving skills. Excellent interpersonal skills, including ability to manage interactions and relationships with a diverse range of people.

Desirable Skills/Experience:

- University degree in field/s relevant to management and/or administration
- Experience in international development/NGO.

Remuneration

The remuneration package, including base salary and superannuation, will be negotiated with the successful candidate. As a charity recognised by the Australian Taxation Office, Burnet enjoys the privilege of Fringe Benefit Tax concessions and offers salary packaging to its employees. In addition, the position is entitled to annual leave loading, training/professional development opportunities and other benefits. Flexible working hours are negotiable



Burnet is a child safe organisation. The successful applicant will be required to provide a satisfactory criminal record check from the Australian Federal Police.

Professional development

Participation in professional development activities, through on-the-job learning, reading, in-house and external training.