

Position Description

Position:	Project Manager (Potentially 2 positions)
Responsible To:	Program Manager, Centre for International Health
Employment Type:	Minimum 12 -month contract (6-month probation period) Full-time & potential for part-time with flexible working hours
Location:	Melbourne - with international travel as required (estimated at 4-6 weeks per annum)

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 outcomes in low and middle-income countries. We have been working overseas for over 20 years in a range of capacities implementing and 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's Centre for International Health currently has vacancies in its Project Management Team to provide project management of a diverse range of contracted activities as well as supporting Business Development initiatives of the Centre. These new positions will play an important role in successful implementation of its International activities and identification and securing of new initiatives for the Institute.

Project Management portfolios are determined based on geographies and Burnet is currently looking for Project Managers to support in-country activities and also support the Australian NGO Cooperation Program (ANCP) portfolio of activities; with potential for an additional position responsible for a new project in PNG.

Geographies that will be considered to form part of the Project Managers portfolio include Tibet, East and Southern Africa and Timor-Leste'. This Position Description will be finalised once the portfolio of responsible activities has been agreed with the successful applicant.

Position Summary

The Project Manager (PM) will be part of an experienced team of development professionals supporting activities of the institute including the leveraging of business development opportunities to ensure the on-going success and sustainability of the international program.

The Project Manager will work closely with the relevant Program Manager, in-country team members, technical staff as well the finance and administration team members to ensure the effective implementation of portfolio activities.

Reporting and Relationships

The PM will report to the Program Manager (to be determined based on geographic responsibilities) and will work closely with in-country team and the Melbourne based Project Accountant. The PM will also liaise directly with Melbourne based Thematic Team Leaders and researchers from within the Institute in respect of support and implementation country program activities.

The incumbent will also work closely with Donors, implementing partners and other in-country partners.

Roles and Responsibilities

Program management and contract compliance:

- Lead development of all relevant plans, reports, briefs and PR materials for projects within portfolio.
- Ensure BI policies and donor requirements are integrated into project management and operational systems.
- Provide specific support to Program Managers to ensure ANCP projects are implemented in accordance with DFAT policies and requirements, including those regarding gender, disability, anti-terrorism, fraud, family planning, environment and climate change.
- Support the Child Protection focal point to monitor the Centre's compliance with Burnet's Child Protection Policy.
- Monitor contract compliance and ensure timeliness of contractual outputs and invoices/payments – including donors and contractors.
- Support Program Manager in coordinating development of concepts and cultivating other business development opportunities as required
- Contribute to and coordinate development of internal reports (business development, board reports, monthly reports and similar).
- Lead development of contracts and contract variations, for relevant approvals.
- Ensure management and program staff are aware of contractual conditions associated with projects in portfolio, including all reporting requirements and provide capacity strengthening as required.
- Undertake regular monitoring visits, as required, to assist with the implementation and compliance with program/project-level M&E.

- Development and monitoring of adherence to communication protocols.
- Coordinate, tracking and response to new funding opportunities in close consultation with the Country Program Manager, Technical Team Leaders, and other staff as required.
- Produce high quality written proposals within restrictive timeframes.

Financial Management:

- With support from the Centre's finance team, undertake financial monitoring and analysis, including expenditure [budget v actual], budget and forecasting, contractual implications of activity variations; including support to Technical Directors and other activity leaders as appropriate.
- Oversee financial reporting and invoicing to Donors.
- Lead audit processes in accordance with donor requirements.
- Assist the Program Manager to lead the annual country budgeting and monthly reporting process.
- Lead & coordinate project-level budgeting and planning with input from technical staff as needed.
- Review and endorse monthly financial reporting pack from in-country office.
- Review and approve/endorse country fund requests.
- Ensure the program's Finance Procedures Manual is updated regularly and reflects Burnet's in-country and ongoing obligations.

People Management:

- Lead recruitment and mobilisation of consultants including reviewing TORs, appointment processes, contract development & orientation.
- Ensure HR procedures manual for the program is updated regularly and reflect Burnet and in-country obligations.

Relationship Management:

- Establish and enhance strong working relationships with Country Office and relevant technical staff.
- Establish and enhance strong relationships with key project stakeholders, including development partners and other implementing agencies.

Security & Risk Management

- Ensure Risk Management & Security Plans are in place and updated regularly for in-country activities.
- Support the Program Manager and Centre leadership with decisions pertaining to security level assessments and related actions.

Selection Criteria

Essential Skills/Experience:

- Significant experience in the management and implementation of development assistance project and/or programs
- Excellent knowledge of Australian development sector & global aid architecture
- Demonstrated donor experience: review, negotiation and compliance management with Donor contracts, policies and procedures, including DFAT, Global Fund or other Bilateral/Multi-lateral contracts
- Excellent financial and contract management skills, including budget preparation, monitoring, acquittal and report preparation
- Demonstrated experience in business development and bid management with the ability to produce high quality written proposals within short timeframes

- Experience in recruitment, contracting and mobilization of consultants and technical advisers
- Excellent relationship management and communication skills, including clients, counterpart agencies and colleagues within cross-cultural teams in Australia or overseas
- Strong judgement, decision-making and problem-solving skills
- A willingness to travel internationally

Desirable Skills/Experience:

- University degree in field/s relevant to overseas development
- Experience in international health or health development
- Overseas working experience in a development setting

Professional development

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