

POSITION DESCRIPTION:

SECTION A: Position Context

Position Title	Project Officer - Health information systems RID-TB project
Classification	Level 5 Airfares, accommodation, visa, medical & travel insurance, mobilisation/demobilisation allowance & other allowances also provided.
Location	Daru, Western Province, Papua New Guinea (Travel to Melbourne as required)
Effective Date	December 2018 (Up to 12 months)

Purpose:

The Project Officer will have a primary focus on delivery of strategic intervention 4 of RID-TB (metrics, evaluation and operational research). They will oversee the implementation of quality data and health information systems, train staff, conduct analysis and support data utilisation by stakeholders. The Project Officer will work with research leads in the implementation of operational research and capacity building. They will support the Team Leader (Daru) in day-to-day coordination of project implementation as required, with a focus on monitoring & evaluation and reporting. The role will work effectively as part of a dynamic and diverse team based across several geographical locations and maintain effective relationships with partners, stakeholders and counterparts.

Supervision Reporting Relationships:

<u>This</u> positions' supervisor/manager	Team Leader
Other positions reporting to <u>this</u> position	N/A

SECTION B: Key Responsibility Areas

The key responsibility areas (KRAs) are the major outputs for which the position is responsible and are not a comprehensive statement of the position activities.

Key Responsibility Areas		
1.	Project management and M&E	<p>Provide support to the TB program and project team to track inputs, progress and outputs against program implementation plans and work plans.</p> <p>Provide coordination support to the implementation of linked Burnet projects and initiatives (including project reporting and tracking).</p> <p>Contribute to analysis and preparation of project presentations, briefs and reports to stakeholders and donors.</p> <p>Support media and communication requirements where requested.</p> <p>Support the team leader in coordinating team work plans and activities and coordination with the Melbourne team.</p> <p>Assist with establishing and maintaining internal project M&E systems.</p>
2.	Health information systems, data analysis and research	<p>Support the implementation of health information and electronic data systems under the direction of the health systems and M&E specialist.</p> <p>Support the implementation of health information and electronic data systems under</p>

Key Responsibility Areas		
		<p>the direction of the health information systems specialist.</p> <p>Establish and maintain quality data management systems and conduct epidemiological analysis and reporting.</p> <p>Support sustainable transition of data systems to DGH/NDOH.</p> <p>Coordination of quality improvement and operational research initiatives in Daru, as directed by team leader and relevant research project leads with contribution to design and implementation.</p>
3.	Training & Capacity building	<p>Provide training and capacity development support to the Provincial Data Coordinator & Data Entry Officers.</p> <p>Provide capacity development support to the Project Finance & Administration Officer.</p> <p>Support partner organisation staff to enter data, generate and use/interpret reports using electronic medical data system.</p> <p>Support partner organizations and staff in collaborative research projects: co-design, stakeholder & community engagement, implementation, and dissemination.</p>
4.	Operations, finance and administration	<p>Support the coordination of Daru operations and security as required. Support project finance and administrative activities as required.</p> <p>Support project finance and administrative activities as required.</p>
5.	Communication & team work	<p>Maintain strong and productive relationships with Project partners and other key stakeholders.</p> <p>Maintain effective communication, collaboration and working relationships with relevant Burnet staff in both PNG and Melbourne.</p>
6.	Occupational Health & Safety	<p>Refer to the "Burnet OHS responsibilities and roles" document for full details on specific OHS obligations and responsibilities of Employees.</p>
7.	Training	<p>Responsible for completing all required training in line with the position / role.</p>

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.

SECTION C: Key Selection Criteria

Qualifications		Essential/ Preferable
	Qualification in public health, international development or a related field	Essential
	Masters of public / international / global health or similar	Desirable

Experience / Knowledge / Attributes		
1.	Experience working on health information systems, databases, research and data management analysis in a health project	Essential
2.	Experience in project management and monitoring and evaluation frameworks	Essential
3.	Experience working in a similar position in a remote, resource-constrained or international development project setting	Essential
4.	Fluency in English and demonstrated high level written and verbal communication skills	Essential
5.	Experience in capacity development / training of local staff in resource-constrained settings.	Desirable
6.	Previous work/living experience in PNG, the Pacific	Desirable
7.	Experience in programmatic management of TB	Desirable

Other Requirements

The Burnet Institute is a child safe organisation. The incumbent of this position may be required to undergo a Police Check or Working with Children Check as a condition of their employment.

SECTION D:

Burnet Overview

Burnet Institute is a leading Australian medical research and public health organisation focused on achieving better health for vulnerable communities in Australia and internationally by accelerating the translation of research, discovery and evidence into sustainable health solutions. The Institute is headquartered in Melbourne with programs that operate across Asia, the Pacific and in Africa.

Burnet's culture links innovative discovery-oriented research and implementation research with development and humanitarian action. World-class laboratory and field-based research is integrated into multidisciplinary programs aimed at the prevention, detection and treatment of diseases of global significance. This unique approach allows the Institute to make a tangible and sustainable impact on health in both developed and developing countries.

The Institute has three major thematic programs – Disease Elimination, Behaviours and Health Risk, and Maternal and Child Health, and two expansion programs – Healthy Ageing and Health Security. Staff within these Programs are supported by cross-cutting communities of practice; the disciplines of Life Sciences, Public Health and International Development.

RID-TB Project Overview

Burnet has a long history of collaborating with Government and partners in particular health areas of need in Papua New Guinea including infectious diseases, maternal child reproductive health, immunisations and health systems. Since August 2014, Burnet has been a partner in the multi-stakeholder response to the major TB epidemic in Western Province with the Provincial Health Office (PHO), Daru General Hospital and World Vision International, funded by the Department of Foreign Affairs and Trade (DFAT).

In Western Province, tuberculosis is the leading cause of hospital admissions and deaths and the provincial rate of new notifications of TB is almost twice as high as the PNG national rate. Within this TB endemic province, an outbreak of drug resistant TB (DR-TB) in Daru, South Fly District (SFD) has been characterized by unprecedented person-to-person spread of DR-TB and emerging pockets of extensively drug resistant TB (XDR-TB) transmission. This constitutes a pressing public health crisis and health security threat that necessitates an immediate effective epidemic response. At the same time, there is a need to build sustainable capacity in the health system at the provincial, health facility and community level.

The Burnet Institute's DFAT funded project of technical assistance, Reducing the Impact of Drug-Resistant TB in Western Province, RID-TB (Phase I August 2014 – Nov 2015, Phase IIA Dec 2015 – Dec 2018) is centered around a sustained field-based implementation support model to provide capacity development, systems design and monitoring of the response. While the earlier phases have resulted in significant progress, the burden of TB in Daru (and Western Province) remains extremely high.

Burnet is contributing as the technical lead in the design of an effective response and in monitoring its implementation. The RID-TB project utilises a partnership approach and aligns Burnet's contribution to the goal and objectives of the Western Province Strategic Plan and South Fly District Implementation Plan. RID-TB has 5 strategic interventions; 1. Design and support the implementation of a model of patient-centred TB care for Daru (DS-TB and DR-TB) at facility and community level in Daru; 2. Identify health systems bottlenecks for TB and design and support the implementation of systems solutions; 3. Identify needs, strategies and modalities for community engagement to strengthen the delivery of effective TB care; 4. Understand the TB epidemic and the

programmatic responses through monitoring, evaluation and operational research and, 5. Provide technical assessment and guidance for Provincial response planning and implementation.

Across all of these areas, Burnet is responsible for building capacity of health workers, program staff, community members, volunteers and other stakeholders in the skills and knowledge they need to deliver the response. Strong collaborative relationships with provincial and national stakeholders from the level of communities to policy makers will remain fundamental to the delivery of technical assistance within the response.

RID-TB Phase IIB will commence in 2019 and focus on (1) Developing the model of care for the TB outbreak response (elimination model: search-treat-prevent). (2). Capacity building and health systems strengthening (to allow transition to DGH and PHO) through structured capacity development framework and (3) Planning decentralisation of TB diagnosis, treatment, care and prevention services across Western Province with World Vision.

Further Information:

For further information, please contact Stephanie Franet (Project Manager, RID-TB) stephanie.franet@burnet.edu.au.