

**Position:** Senior Research Manager (1 post)  
**Location:** Burnet Institute Myanmar, Yangon. International and domestic travel as directed  
**Centre:** Centre for International Health  
**Classification:** Full time. Fixed term contract for 2 years with 6 months' probation

*This position is a locally engaged role and does not include international relocation costs or allowances.*

### Context

Burnet Institute is a leading Australian medical research and public health organisation focused on improving the health of poor and vulnerable communities. The Institute's culture links innovative discovery-oriented 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 medical research and public health programs conducted by Burnet Institute encompass six key themes: infectious diseases, maternal and child health, sexual and reproductive health, alcohol, drugs and harm reduction and immunity, vaccines and immunisation.

The Institute also undertakes innovative epidemiological research, including surveillance and modelling complemented by participatory social research at international and regional levels, and with governments, civil society and communities in more than 40 countries.

Burnet has three Centres – Biomedical Research, Population Health and International Health that represent our key areas of research and public health.

Burnet's Myanmar Program is the Institute's largest country program with a current portfolio of 7 development and 6 research projects implementing a budget of AUD5m in 2016. The Myanmar program is managed through the Centre for International Health.

The Myanmar Programs front line human resources comprise a mix of 126 in-country national technical and management staff and a Melbourne based Country Program Manager and Research and QA Manager. This core group is supported by CIH technical and finance teams and an external resource pool both in Australia and Myanmar. Increasingly the program is drawing technical assistance from other Burnet Centres and introducing mechanisms and opportunities to share expertise, resources and technologies.

Sectoral priorities to the end of the current Country Engagement Plan 2014 to 2016; are (i) Infectious Diseases; (ii) Maternal, neonatal and child health; and (iii) Adolescent Health. Cross cutting themes include, nutrition, WASH, gender equity, disability and environmental health. We will be reviewing the current Country Engagement Plan in 2016 and restating our sectoral priorities for the next 5 years.

Our public health priorities are complemented by the program's growing research agenda with the mandate to provide (i) improved program level M&E ;(ii) primary and operational research; (ii) skilled junior, middle and senior level researchers for both internal work and external commercial interests; and (iii) overall program quality, collation of lessons/outcomes, and publications for influence in program policy and development.

We prioritise a rights based approach to programming and deliver public health services directly and through local partners. Implementation approaches are diverse and are developed in response to identified need, they include (i) consortium with International NGO and other commercial bodies; (ii) partnership with Government agencies e.g. Department of Health, Department of Medical Research; (iii) Township Medical Officer's as project counterparts and with Technical working groups e.g. HIV treatment guideline group, Care and support committee; (iv) subcontracted to UN agencies; (v) consultancies to social organisations both local and international; and in (vi) partnership with international/domestic institutes with program alignment in public health e.g. ABC, Deakin University.

Our technical approaches include community-based delivery of health care services and health seeking behaviour changes; township level health systems strengthening; increasing research, operational research, more robust monitoring and evaluation, and publications. Underpinning our program is advocacy at all levels, alliance and networking with CBO/CSO and capacity development for local civil society.

**Position Summary**

The Senior Health Research Manager will be part of an experienced team of research, development and public health professionals, both in Yangon and Melbourne, growing and implementing the Myanmar program ensuring integration and alignment with Government of Myanmar public health priorities.

Working closely with the Country Program Manager, Country Representative, Research and QA Manager, Senior Program Manager, Senior Technical Manager, Senior Technical Specialist (Research) and Program Manager (M&E) and their teams in Myanmar, this role will take responsibility for expanding the programs research portfolio by leading new and novel research work and establishing robust business and HR procedures necessary to ensure quality preparation and delivery of all research projects and program and project level M&E.

This role will also lead in strategic planning and management of country program research and M&E including – setting the research and M&E agenda, identifying business development opportunities and proposal writing including conceptualising, designing, budgeting, implementing, and analysing research for both quantitative and qualitative methods across observational, intervention and operational research projects; oversee and contribute to project management and contractual compliance needs; support the creation and implementation of project level M&E framework; manage and support professional development and sustainability of the in-country research and M&E team capacity.

This position will also take a lead role in facilitating a program level M&E framework, completing the Myanmar Program Research Strategy and a program of potential publications.

This position will have the opportunity to undertake investigator roles in Burnet's research work in Myanmar.

**Reporting and Relationships**

The Senior Health Research Manager will;

- report to the Country Program Manager in Melbourne on work plan and key deliverables, work performance and critical HR management issues;
- work under the day-to-day supervision of the Country Representative;
- receive guidance and mentoring from the Head, Women's and Children's Health Team, Melbourne;
- supervise the technical role of the Senior Technical Specialist, Research position in Yangon;
- work with the STS Research work in a team capacity with the Research & QA Manager, Melbourne.

In conjunction with the Country Representative and County Program Manager, this position will engage with Melbourne based thematic team leaders within CIH and other technical and research staff from across the Institute to ensure high quality technical input and implementation of country program activities and progression of cross centre collaborative work.

The role will establish relationships with Yangon & Melbourne based staff and coordinate across teams working closely with the Senior Program Manager; Senior Technical Manager; Senior Technical Specialist, Research; and Technical Officers, M&E; in Yangon.

The role will be required to establish and maintain effective working relationships with all levels of government, implementing agencies and other stakeholders.

## **Roles and Responsibilities**

### **Research management**

- Support and lead the implementation and conduct of high quality primary and operational research projects;
- Expand and monitor integration of research projects with mainstream development thematic programs;
- Oversee the delivery of in-country research activities ensuring activities are performed in accordance with international research guidelines including Declaration of Helsinki, ICH-GCP and Donor contractual requirements, on time, within budget and to standards of best practice;
- Identify and support preparation of publications from across the program according to the Publication Plan;
- Ensure that in-country activities are implemented in compliance with BI policies & procedures including those specified in the CIH Field Operations Manual and as per Standard Operating Procedures for research activities;
- Conduct training and on the job professional development of relevant staff in all aspects of study design, particularly in relation to mixed methods study design, data collection and analysis.
- Ensure in-country program activities are implemented in a manner which is consistent with the ACFID Code of Conduct, including Child Protection, Fraud and Counter-terrorism Policies.
- Ensure that up-to-date files are maintained including both e files and hard copies of all key project documents including signed contracts, work plans, budgets, reports and approval documents. Ensure systems are in place for effective in-country activity implementation, data collection, management, storage and transfer.
- Support professional development and sustainability of the in-country research capacity.

### **Strategy, Planning and Leadership**

- Assist the CPM and in-country colleagues to establish and to ensure quality implementation of country strategic and operational plans for Myanmar ensuring initiatives undertaken are consistent with the Priorities and Strategies of CIH and the wider Institute;
- Work with the CPM, CR and broader team to review and update the Myanmar Program Country Engagement Plan for 2017 to 2020.
- Lead the completion and implementation of the Myanmar Program Research Strategy 2016 to 2020 (see existing draft);
- Lead the development and implementation of a program level M&E framework and publications plan.

### **Relationship Management**

- Develop and maintain networks consistent with strategic and operational needs of the country program;
- Establish and maintain new and ongoing relationships with in-country staff, other BI Centres, international and local stakeholders, including national bodies, development partners, donors, research institutions and other implementing agencies;
- Model and promote appropriate behaviours, which are consistent with the values of the Burnet Institute.

### **Business Development**

- Contribute to and lead the development of high quality written proposals according to BI business processes and within in-country capacity.
- Identify, track and gather information for new research funding opportunities;
- In conjunction with the CPM and CR develop an annual country business development plan including both development and research projects as part of the Operational Plan and actively contribute to its timely implementation;
- Identify, track and gather information for new research funding opportunities in close consultation with the relevant Melbourne based staff ensuring agreed Institute business development protocols are followed.

### **Monitoring & Evaluation**

Work with the Melbourne based Research & QA Manager and other relevant staff to:

- Contribute to the development of consistent and high quality project level M&E frameworks;
- Work with the M&E staff to establish project level databases, where necessary, and accompanying data collection systems.
- Quality assure project level reporting and ensure that M&E systems are adequately informing these reports.
- Support the identification of professional development needs for M&E to ensure constant improvement

### **Human Resource Management**

- Contribute to human resource planning and recruitment to ensure a necessary establishment of staff to maintain and grow the program's research and M&E capabilities.
- Provide overall leadership, direction, support and coordination to all staff related to progressing the research agenda;
- Directly supervise the Senior Technical Specialist, Research on technical issues;
- In conjunction with Senior Program Manager and Senior Technical Manager, provide leadership, direction and professional development support to research and M&E teams working across the development portfolio and support program teams conducting research activities;
- Promote and support a positive research culture within the Yangon office;
- Support supervisors in performance appraisal of their team members in terms of integrated development and research performance.

### **Financial Management**

- Work with the Country Program Manager and Country Representative to contribute to the development of project budgets and country level budgets as required.

### **Key Performance Indicators**

Indicators will be developed jointly and documented upon appointment.

### **Selection Criteria**

#### **Essential**

- Medical and/or post-graduate qualifications in Public Health;
- Demonstrated understanding and capacity in both quantitative and qualitative research methods;
- Demonstrated experience in the design, implementation, conduct, and analysis of research projects in a development setting;
- Demonstrated experience in manuscript writing and publication in leading peer reviewed journals;
- Demonstrated experience in proposal writing and ability to attract competitive research funding;
- Demonstrated experience in training and on the job skills development;
- Excellent relationship management and communication skills, including clients, counterpart agencies and colleagues within cross-cultural teams in Australia or overseas;
- Demonstrated capacity to work independently exercising leadership, creativity, strong judgement, decision-making and problem-solving skills;
- Good experience working with and building relationships with Government counterparts in LMIC's;
- Demonstrated capacity to supervise staff, lead teams, coordinate and motivate staff with a focus on outcomes;
- Excellent analytical and strategic decision-making skills;
- Experience working in a cross cultural environment and managing relationships remotely.

#### **Desirable**

- PhD or post-doctoral qualifications in public health or similar
- Experience in international health or health systems development;
- Overseas working experience in LMIC's.

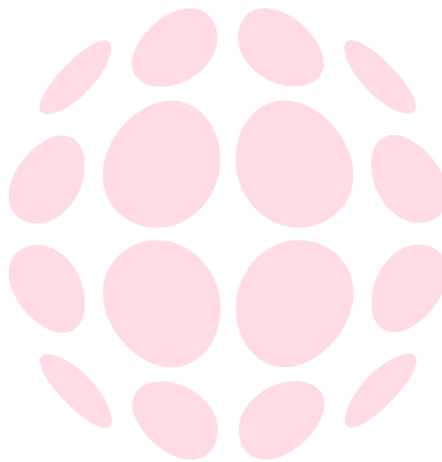
The Burnet Institute is a child safe organisation. The incumbent of this position may be required to undergo a Police Check or Working with Children Check in their country of origin, as a condition of their employment.

Interested candidates are invited to submit an application letter, curriculum vitae with recent passport sized photo and copies of relevant documents to:

Human Resources Officer  
Burnet Institute Myanmar  
No. 226, 2<sup>nd</sup> Floor, Wizaya Plaza, U Wizaya Road  
Bahan Township, Yangon  
Email: [recruitment@burnetmyanmar.org](mailto:recruitment@burnetmyanmar.org)

Only those who are short-listed will be called for interview.

Last date for submission of application: **27<sup>th</sup> May 2016**



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Medical Research. Practical Action.