



Position Description

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| Position: | Project Manager |
| Responsible To: | Senior Program Manager |
| Employment Type: | Parental leave position Minimum 9 -month contract Part-time (0.8 FTE) with flexible working hours |
| Location: | Melbourne - with international travel if required |

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 behaviours (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.

Burnet is an international non-government organisation (iNGO) that 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 currently has a vacancy in its Project Management Team to provide oversight of one program (Tibet), and will also provide support to review our systems and processes in preparation for DFAT accreditation assessment.

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 programs. The PM will have responsibility for a mutually agreed portfolio of work including direct management responsibility for the Tibet Health Capacity Building Program (THCB).

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 Senior Program Manager and will work closely with the Technical Director, the in-country team and the Melbourne based Project Accountant. The PM will also liaise directly with Melbourne based Thematic Team Leaders and researchers from with the Institute in respect of support and implementation of country program activities.

The incumbent will also work closely with donors, implementing partners and other stakeholders.

Roles and Responsibilities

Project management, contract and accreditation 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.
- Monitor contract compliance and ensure timeliness of contractual outputs and invoices/payments – including donors and contractors.
- Review, monitor and develop organisational systems and processes, in line with DFAT accreditation requirements
- Support Senior 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.
- Development and monitoring of adherence to communication protocols.
- 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.
- Coordinate audit processes in accordance with donor requirements.
- 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.

Relationship Management:

- Maintain 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 senior management with decisions pertaining to security level assessments and related actions.

Professional development

Participation in professional development activities, through on-the-job learning, reading, in-house and external training and other opportunities as appropriate to the needs of the Centre and the incumbent

Selection Criteria

- Significant experience in the management and implementation of development assistance project and/or programs
- Demonstrated donor experience including contract negotiation and compliance management
- Familiarity with DFAT NGO Accreditation standards
- Practical experience in reviewing and improving project management tools and systems
- Experience in financial monitoring, budgeting and reporting
- Experience in developing and managing contracts for consultants and technical advisers
- Excellent relationship management and communication skills
- Overseas working experience in a development setting

Desirable Skills/Experience:

- University degree in field/s relevant to overseas development
- Experience in international health or health development