

## POSITION DESCRIPTION:

### SECTION A: Position Context

<b>Position Title</b>	Project Officer - Health information and quality improvement RID-TB project
<b>Working Group</b>	TB Elimination and Implementation Science
<b>Classification</b>	Level 5 (\$62-\$72k per annum full time) Airfares, accommodation, visa, medical & travel insurance, mobilisation/demobilisation allowance & other allowances also provided.
<b>Location</b>	Daru, Western Province, Papua New Guinea (Travel to Melbourne as required)
<b>Effective Date</b>	August/September 2017 (Initial 6-8 months)

### 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, Maternal and Child Health and 2 expansion program - 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 donors, Government and other partners in particular areas of need in Papua New Guinea. Since August 2014, Burnet has been a partner in the multi-stakeholder response to the major TB epidemic in Western Province. This epidemic is characterised by the emergence and spread of drug-resistant TB (DR-TB) with Daru as the known hotspot of intense transmission of DR-TB. This is a public health emergency with rates of DR-TB that are arguably the highest documented globally at the district level. At the same time, there is limited capacity nationally, and at the provincial level to deliver and sustain an effective response.

Burnet is contributing to the response as the technical lead in the design of an effective response and in monitoring its implementation. Burnet is utilising a partnership approach with Western Provincial Health Office (PHO), Daru General Hospital and other implementing partners such as World Vision. Burnet implemented Phase I of RID-TB from August 2014 to November 2015, funded

by the Australian Aid program via the Department of Foreign Affairs and Trade (DFAT). RID-TB phase IIA (December 2015 – March 2018) aligns Burnet's contribution to the goal and objectives of the Western Province Strategic Plan and South Fly District Implementation Plan. The successful achievement of the goal and objectives will require adequately resourced contributions from a range of partners. Phase IIA 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
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.

#### **Position Purpose:**

Working closely with Field Team Leader (Daru) and Project Managers (Melbourne), the main purpose of the Project Officer role is to provide on-the-ground, day-to-day coordination of project implementation.

The Project Officer will be part of an experienced team of Clinicians and public health professionals based in Melbourne and Daru, providing inputs in Western Province. The role will assist in coordinating Burnet technical support, monitor implementation progress, provide logistical support and support programmatic emerging challenges. It is anticipated this position will strengthen lines of communication and support decision-making and action implementation requests by the Provincial Core Group.

This position is initially for a 6-8 month period.

#### **Supervision Reporting Relationships:**

<u>This</u> positions' supervisor/manager	Field Team Leader (Daru)
Other positions reporting to <u>this</u> position	None

## SECTION B: Key Responsibility Areas

Key Responsibility Areas		
1.	<b>Project Management &amp; Quality Improvement</b>	<ul style="list-style-type: none"> <li>• Support the RID-TB Project team and specifically the team leader and project managers in the delivery of Burnet's RID-TB project.</li> <li>• Support the team leader in coordinating team work plans and activities and coordination with the Melbourne team</li> <li>• Provide support to the TB program and project team to track inputs, progress and outputs against program implementation plans and work plans</li> <li>• Provide coordination support to the implementation of linked Burnet projects and initiatives (including project reporting and tracking).</li> <li>• Coordinate support to Burnet team delivered workshops/training and tracking of key information and outcomes.</li> <li>• Coordinate in-country logistical support to project staff and contracted advisers.</li> <li>• Support the completion of project reports to stakeholders and donors</li> </ul>
2.	<b>Financial coordination &amp; reporting</b>	<ul style="list-style-type: none"> <li>• Coordinate field team finances including monthly finance reports, Burnet Daru bank account, Burnet assets and petty cash (with support from Project Manager and PNG Project Accountant).</li> <li>• Monitor project expenditure against budgets.</li> </ul>
3.	<b>Health information and data systems support</b>	<ul style="list-style-type: none"> <li>• Assist with internal project information systems</li> <li>• Support the implementation of health information and electronic data systems (medical record and field survey tools) under the direction of the health systems and M&amp;E specialist, establish and maintain quality assurance of data used by program systems.</li> <li>• Support in training staff as required on the use of data systems.</li> </ul>
4.	<b>Relationship Management</b>	<ul style="list-style-type: none"> <li>• Maintain effective working relationships with broader provincial, district and facility stakeholders in the TB response in the South Fly District, implementing partners such as World Vision and HHISP.</li> <li>• Support Technical Director, Field Team Leader &amp; Project Manager with stakeholder liaison and coordination, as necessary.</li> <li>• Maintain Daru supplier/services relationships.</li> </ul>
5.	<b>Technical assistance &amp; capacity building</b>	<ul style="list-style-type: none"> <li>• Provide support in health systems strengthening and community systems strengthening aspects of the project in line with work plans (e.g. data systems, , supply chain, laboratory systems, community case finding, community engagement etc) and provide backfill support in areas as directed by the team leader</li> <li>• Provide capacity development support to the Project Finance &amp; Administration Officer.</li> <li>• Provide capacity development support to the Provincial Data Coordinator &amp; Data Entry Officers (and other TB Program staff).</li> </ul>
6.	<b>Operations, Security &amp; Communications</b>	<ul style="list-style-type: none"> <li>• Support the coordination of Daru operations &amp; security – working closely with Burnet Kokopo, PNG &amp; Melbourne offices.</li> <li>• Support Media and communication requirements where requested.</li> </ul>

## 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	
Qualification in public health, international development or a related field	Essential

Experience / Knowledge / Attributes	
1. Experience working in a similar position on an international health development program/project	Essential
2. Excellent relationship management and communication skills, including with counterpart agencies and colleagues.	Essential
3. Experience working on databases ideally within a Health/TB program.	Essential
4. Experience with project reporting to donors/key stakeholders.	Essential
5. Experience and/or understanding of Health System areas.	Essential
6. Experience in providing logistical support and understanding of project financial management areas (procurement guidelines, budget, and petty cash management).	Essential
7. Demonstrated capacity to work independently exercising strong judgement, decision-making and problem-solving skills.	Essential
8. Experience in capacity development / training of local staff in resource-constrained settings.	Essential
9. Previous work/living experience in PNG or the Pacific.	Desirable
10. Experience in programmatic management of TB/DR-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.

### Further Information:

For further information, please contact James Lawson (Program Manager, Health Security) [james.lawson@burnet.edu.au](mailto:james.lawson@burnet.edu.au)