

Job Description	
JOB TITLE	Program Support Officer
REPORTING TO	Chhavi Bhandari, Kenneth Yakubu
LOCATION	New Delhi, Sydney or London
JOB FAMILY	Professional
CAREER STEP	Intermediate
EMPLOYMENT DURATION	12-month, fixed term
TYPE OF EMPLOYMENT	Part or Full time (0.6 - 1 FTE) opportunity
DATE	March 2022

About The George Institute

We are a medical research institute affiliated with leading universities aiming to challenge the status quo in health care. With 700+ people around the world, and projects in over 40 countries, our Strategy 2025 is all about impact – specifically, the impact of The George Institute’s activities on the health of millions of people, particularly those living in disadvantaged circumstances around the world.

Our strategy focuses on three key research priorities:

- Better Treatments: finding better treatments for the world’s biggest health problems
- Better Care: transforming primary health care to support better health for more people
- Healthier Societies: harnessing the power of communities, governments and markets to improve health

Our innovative commercial enterprises help maximise our impact.

Here is a sample of the things we are doing to achieve our goal of having the greatest possible impact on global health:

- We are identifying better and safer treatments for our biggest killers like stroke, heart disease and high blood pressure
- In many countries, our award winning FoodSwitch smartphone app is helping people make healthy food choices when shopping
- In China, we ran a successful education and awareness program to reduce the amount of salt eaten by people by 25% each day
- In rural India, we have shown that mobile technology can help diagnose mental health, as well as help treat cardiovascular disease, and we’re looking at similar approaches to treating chronic diseases in Indonesia and China
- Together with Aboriginal communities in NSW, Australia, we developed an innovative community led program to assist young Aboriginal drivers attain their license, now implemented in a dozen of locations
- We are developing an affordable dialysis machine, with potential to save millions of lives each year and transform the way kidney disease is treated globally
- And much more...

Context -TGI-Africa Initiative

TGI has been able to achieve some impact in Africa through research collaborations that have arisen organically. With the growing burden of non-communicable diseases and injuries (NCDIs) on the continent, and an increasing government and donor funding to tackle NCDIs in Africa, formalised alliances and strategic investments in Africa will enable us to increase the impact and global reach of our research, products and services.

The guiding principles for this initiative includes creating and maintaining authentic partnerships with health researchers and institutions in Africa in a sensitive and respectful manner, enabling local capacity for addressing unmet needs. In line with the Institute's other major research priorities of better treatments, better care and healthier societies, the TGI-Africa Initiative takes a multi-faceted approach to improve health of people in Africa through research, policy, and advocacy.

Role

This position has been established to manage the Africa-Initiative across all TGI offices, facilitating internal coordination and engagement, as well as external stakeholder engagement.

Reporting Relationships

The position will report to the two TGI-Africa Initiative leads (Chhavi and Yakubu) and will also operate independently on a day-to-day basis. At this stage, it will be a 12-month, contractual role.

Duties and Key Responsibilities

- Regarding relationships between TGI-based researchers and African partners, this role will assist in the development of activities, research, and events in line with the principles of the Africa-Initiative.
- Support the Research Committee for Africa Initiative. This will include managing and facilitating meetings, identifying projects of relevance to be reviewed, ensuring the program's guidelines (values/principles) are maintained throughout TGI's work.
- Building and maintaining key stakeholder relationships with internal teams
 - Work with the Advocacy, Thought Leadership, Communications teams, and Operational excellence team to support Africa related activities
 - Work with research teams across all our offices
- Organise (conceptualise and implement) thought leadership/engagement events (e.g. webinars, face to face sessions, coffee with series, panel discussions, networking events) aimed at increasing awareness for our research projects in Africa, as well as identify mutual learning needs for TGI and partners in Africa.
- Responsible for all program administrative tasks such as coordinating and scheduling meetings, minute taking, site updates and improvements, as well as identifying and disseminating funding opportunities.

- On a regular basis, update our database on research activities in Africa and identify funding opportunities.

Work, Health and Safety

- Comply with GI's *Work Health and Safety Policy* and related procedures, and similar policies which apply when visiting the premises of affiliates and collaborating sites.
- Promote and contribute to a safe, secure environment for staff and visitors.

Skills, Knowledge and Experience

Essential

- Strong administrative support skills
- Experience in project management
- Facilitation, and event management skills
- Strong presentation and communications skills
- Experience working with multidisciplinary teams, managing relationships with external partners, and engaging with internal stakeholders.
- Excellent interpersonal skills
- Ability to work independently
- Strong organisational skills

Desired

- Background and expertise in health and medical research and/or health policy
- Experience living and/or working in Africa