

POSITION DESCRIPTION

POSITION TITLE:	Communications officer
DIVISION / SECTION:	Global and Tropical Health
SUPERVISOR:	CG2 Project Coordinator
SALARY RANGE:	
STATUS (FTE):	Full time
LOCATION:	Dili, Timor-Leste
CONTRACT PERIOD:	Fixed-term to December 2021
NO. OF POSITIONS REPORTING DIRECTLY:	0
NO. OF POSITIONS REPORTING INDIRECTLY:	0

ABOUT MENZIES:

Menzies School of Health Research is one of Australia's leading medical research institutes dedicated to improving Indigenous, global and tropical health. Menzies has a history of over 30 years of scientific discovery and public health achievement, joining with partners across the Asia-Pacific as well as Indigenous communities across northern and central Australia.

THE PROJECT:

The Menzies Global and Tropical Health (GTH) Division is committed to tackling key areas of public health concern that impact on the health and wellbeing of people and communities across northern Australia and the Asia-Pacific region. With a focus on translational research we shape our research program through close collaboration with a diverse range of healthcare providers, policy makers and researchers, to target priority health issues. Our aim is to find meaningful and relevant ways to improve the health of people in our region.

The Menzies Timor-Leste office currently manages three main projects, STRONG-TL, the Fleming Fund Country Grant for Timor-Leste and a seroprevalence study (ARIA-RISE), with other smaller projects and partnerships running concurrently.

Menzies began implementing the Fleming Fund Country Grant in May 2019, and it has a strong focus on strengthening antimicrobial resistance (AMR) and antimicrobial use (AMU) surveillance systems and antimicrobial consumption (AMC) data capture through building laboratory and clinical capacity in both the human and animal health sectors. The project facilitates a stronger One Health approach to surveillance, bringing together multi-sectoral stakeholders to share surveillance data and gain a better understanding of AMR, AMU and AMC. The first Fleming Fund Country Grant has focused mostly at National level, and the second Fleming Fund project will see activities expanded to the municipalities, with commencement planned for April 2021.

Both projects share aims of health system and laboratory strengthening, and involve mentoring, working alongside, and building the capacity of staff within the clinical, surveillance and laboratory areas.

SUMMARY OF POSITION:

The communications officer will be involved with planning, developing and implementing the AMR and AMU communication strategy for health professionals and the general community, as well as manage the Menzies Timor-Leste office's social media and newsletter requirements.

PRIMARY RESPONSIBILITIES:

- Work with the project leads and project coordinators to develop and implement the project activities according to workplan and budget
- Liaise with health services and other stakeholders, to provide information about the project and to encourage support and participation
- Under the direction of project leads and clinical team leads, design and implement communication strategies to increase health care professionals' and public awareness of AMR and AMU and the services available for diagnostics in Timor-Leste.
- Organise and facilitate workshops, seminars and campaigns for different target audiences
- Provide communications support for events and high-level workshops
- Monitor and evaluate effectiveness of communication materials and events
- Together with the Menzies Communication team based in Darwin manage media inquiries and interview requests, including creating content for press releases, social media and newsletters
- Work together with the Menzies translator to ensure communication materials are available in the language most suitable for the target audience
- Support the project leads and project coordinator in the development of written and oral reports for the Ministry of Health, donors and other stakeholders
- Provide basic photography/videography support to projects, events and researchers.
- Assist with other external and internal communications duties as needed.
- Any other tasks as reasonably required by the supervisor, project leads, project coordinator or country manager

SELECTION CRITERIA:

Essential:

- Tertiary qualification in communication, public relations and/or health
- Experience in the development and delivery of health communication strategies in Timor-Leste
- Experience developing communication materials
- Experience in organising and facilitating workshops, seminars and campaigns
- Proficiency in English and Tetum
- Strong communication skills
- Experience developing content for social media platforms
- Flexibility and ability to work well in a team
- Good time management skills, with ability to work efficiently while maintaining accuracy and quality
- Advanced skills in using Microsoft applications
- Willingness to learn, continuously improve and respond positively to feedback and supervision
- Ability to manage sensitive issues and maintain confidentiality
- Initiative, good judgement and strong problem-solving skills
- Hold or be able to obtain a National Police Clearance certificate
- Understanding of and commitment to Menzies values, the principles of Equal Opportunity and contributing to a safe and inclusive workplace

Desirable:

- Four years' experience working in projects relevant to communications, laboratory diagnostic testing and/or infectious diseases would be an advantage
- Experience working with Media outlets (TV, radio, print) in Timor-Leste preferred
- Graphic Design, photography and/or video production and editing skills highly advantageous

Performance will be measured against the primary responsibilities listed above.

Approved by:  Antonio Goncalves - Menzies Timor-Leste Country Manager
Date: 21st April 2021