

A more equitable world through better health.



POSITION DETAILS

TITLE	Project Manager
CLASSIFICATION	Professional Level 7: \$100,542- \$108,836 + super + salary packaging
TIME FRACTION	1.0
CONTRACT TYPE	1 Year Fixed Term
LOCATION	85 Commercial Road, Melbourne 3004, Boonwurrung Land
REPORTS TO	Senior Program Manager
DIRECT REPORTS	Nil
LAST UPDATED	February 24

POSITION SNAPSHOT

The Project Manager will be responsible for the management of a diverse portfolio of projects and activities within the [Global Women's and Newborn's Health](#) working group, with a strong focus on effective financial management. Working in close collaboration with the Senior Program Manager, technical experts, and finance and administration teams, the Project Manager will play a pivotal role in ensuring the successful implementation of projects. As a member of an experienced team of project managers based in Melbourne, they will take the lead in managing project finances, coordinating project reporting, and monitoring implementation progress. Additionally, the role will involve providing logistical and administrative support to facilitate the smooth operation of projects.

KEY RESPONSIBILITY AREAS

1. Project Management, Reporting & Contract Compliance	<ul style="list-style-type: none">• Provide project management support to track inputs, progress and outputs against implementation plans and work plans.• Manage the coordination support to the implementation of linked Burnet projects and initiatives (including project reporting and tracking).• Coordinate in-country logistical and administrative support to project staff and contracted advisers.• Manage the completion of project reports to stakeholders and donors.• Ensure BI policies and donor requirements are integrated into project management and operational systems.• Lead development of contracts and contract variations, for relevant approvals.• Monitor contract compliance and ensure timeliness of contractual outputs and invoices/payments – including donors and contractors.• Where applicable, arrange partner capacity assessments/establish due diligence tools for MoU/partnership agreements.• Maintain working group projects/activity register.
2. Financial Management	<ul style="list-style-type: none">• Conduct comprehensive financial monitoring and analysis, encompassing detailed assessments of expenditure against budgeted allocations, forecasting of financial needs, and examination of contractual implications arising from variations in project activities.• Lead the coordination of project-level budgeting and planning, leveraging input from technical staff as necessary.

	<ul style="list-style-type: none"> Oversee the process of financial reporting, including acquittals and invoicing to donors, ensuring accuracy, transparency, and timeliness in all financial transactions. Collaborate closely with the Project Accountant to fulfill audit requirements in accordance with donor requirements, ensuring compliance and transparency throughout the auditing process. Foster a culture of financial responsibility and accountability within the project team, promoting awareness of budgetary considerations and encouraging efficient use of resources. Ensure compliance with financial regulations and grant requirements, maintaining up-to-date knowledge of relevant policies and procedures.
3. People Support	<ul style="list-style-type: none"> Assist in providing guidance to field-based project staff, where required, for effective project implementation. Coordinate the recruitment, briefing, mobilization & ongoing support of overseas based project staff in compliance with donor & Burnet Institute policies. Support the recruitment of all GWNH positions with the Senior Program Manager, assist with management of staff contracts and performance. Ensure all project team members are aware and acknowledge their roles and responsibilities for project performance and monitoring.
4. Relationship Management	<ul style="list-style-type: none"> Establish and enhance strong relationships with key project stakeholders, including development partners and other implementing agencies. Support strong relationship with Managing Contractor and donor.
5. Security & Risk Management	<ul style="list-style-type: none"> Ensure Risk Management & Security Plans are in place and updated regularly for in-country activities. Coordinate reporting to donor for project related risks. Provide support to all project related security risk management and incident reporting.
6. Training	Responsible for completing all required training in line with the position / role.

KEY SELECTION CRITERIA

QUALIFICATIONS / EXPERIENCE / KNOWLEDGE / ATTRIBUTES		
1.	A minimum of 2 years of experience in management and implementation of large development and /or research projects in an international development setting	Essential
2.	Demonstrated donor experience: review, negotiation and compliance management with Donor contracts, policies and procedures, including project reporting to key stakeholders	Essential
3.	Excellent financial and contract management skills, including budget preparation, monitoring, acquittal and report preparation	Essential
4.	Experience with coordination, logistics management and multitasking	Essential
5.	Excellent relationship management and communication skills, including clients, counterpart agencies and colleagues within cross-cultural teams in Australia or overseas	Essential
6.	Relevant experience in business development and/or supporting coordination of grant submissions	Essential
7.	Tertiary degree in field/s relevant to public health or international development	Desirable

About Burnet Institute

Vision

A more equitable world through better health.

Purpose

Create and translate knowledge into better health so no-one is left behind.

Values

Respect, Equality, Inclusiveness, Diversity.

Who we are

Burnet Institute is an Australian-based medical research and public health institute and international non-government organisation that is working towards a more equitable world through better health.

What we do

We are committed to creating and translating knowledge into better health so no-one is left behind. We do this through engaging with and understanding the needs of a broad range of communities and stakeholders to develop laboratory-based and social research programs, policies and products that deliver better health outcomes.

Where we work



Priority countries:

Australia | Papua New Guinea | Myanmar

We also support and contribute to research and public health programs in other Asian, Pacific and African countries.

Australian Institute for Infectious Disease (AIID)

Bringing together Burnet Institute, The University of Melbourne, and the Doherty Institute with funding from the Victorian Government, the AIID is a visionary initiative designed to protect Australia and the region against infectious disease and future pandemics. Establishment of a new state-of-the-art facility which will be the new home of Burnet is expected to be operational by 2027.



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.

OTHER REQUIREMENTS

The Burnet Institute is a child safe organisation. The incumbent of this position will be required to undergo a Police Check and possibly a Working with Children Check as a condition of employment. The types of contact with children can be viewed [here](#). This position involves the following contact with children (any individual aged under 18 years):

CONTACT TYPE

Indirect Contact With Children

ENQUIRIES

For enquiries about this position please contact careers@burnet.edu.au