

A more equitable world through better health.



POSITION DETAILS

TITLE	TB Specialist – Monitoring & Evaluation (M&E)
CLASSIFICATION	Salary discussed with short listed candidates. A monthly mobility & special location allowance is included in the salary package. Other provisions include accommodation in Daru, mobilisation and demobilisation expenses covered (visa, return airfares, additional luggage, transit accommodation), medical and emergency evacuation insurance while in PNG or when travelling for work, and access to project vehicles in Daru.
TIME FRACTION	Full Time
CONTRACT TYPE	Fixed Term
LOCATION	Daru Office (Daru General Hospital), Papua New Guinea
REPORTS TO	Technical Team Leader (Daru, PNG)
DIRECT REPORTS	Senior Data Entry Officer and Data Entry Officer(s)
LAST UPDATED	October 24

POSITION SNAPSHOT

Working closely with the Team Leader/s (Daru), technical team, Project Manager, and partners, the main purpose of the TB specialist – M&E is to provide support to day-to-day project implementation taking a lead on health information systems, strengthening data systems and reporting, and responding to the data analysis needs of the on the ground partnership. The role will also support the Provincial Data Coordinator/M&E Officer for the Western Provincial Health Authority for program data monitoring and reporting.

The TB Specialist – M&E will be a senior part of an experienced team of clinicians and public health professionals based in Daru. The person in this role will be a focal point for operational research initiatives within the team. They will coordinate technical support for data systems so that high-quality data is collected, managed, and analysed in accordance with the needs for patient care, monitoring, evaluation, planning and operational research. This will include oversight of management of the network and server (with support from IT as required). In addition, the person in this role will design and implement activities to improve availability of, engagement with and utilisation of data among all partners in the TB response with the aim of increasing the use of data-driven approaches to service improvement, monitoring and strategic planning.

KEY RESPONSIBILITY AREAS

1. HEALTH INFORMATION & DATA SYSTEMS	<ul style="list-style-type: none"> Lead the on-the-ground management of health information and electronic data systems with support from the International Health and Development Specialist. This will include the management of the network and server based at DGH (with support from IT as needed). Establish and maintain quality assurance processes including data cleaning, for data captured by program systems. Train Burnet, PHA and partner organization staff as required on the use of data systems. Identify gaps and areas for improvement in existing data systems and processes for TB. Support sustainable transition of data systems to WPHA/DGH/NDOH. Oversee/support the IT Officer in IT system maintenance and management in collaboration with POM, Kokopo, and Melbourne based staff.
2. PROJECT MONITORING & EVALUATION	<ul style="list-style-type: none"> Provide leadership and ongoing support to the establishment and maintenance of project M&E systems. Provide support to the TB program and project team to track inputs, progress and outputs against the project's logical framework and individual or team work plans. Lead and/or support the data components and requests for data sets, reports and presentations to stakeholders and donors, as well as ad hoc data requests for program requirements.
3. QUALITY IMPROVEMENT & ANALYSIS RESEARCH	<ul style="list-style-type: none"> Contribute to design, implementation, and coordination of quality improvement and operational research initiatives in Daru, as requested by the Team Leader and relevant Melbourne-based project staff Support partner organisation staff to enter data, generate and use/interpret reports using electronic medical data system including by facilitating meetings and online discussion for data-driven planning of TB program strategy and activities

	<ul style="list-style-type: none"> Support partner organisation staff in analysis/interpretation of data and writing/reviewing abstract as well as preparing presentation for seminar, symposium etc. for accepted abstracts
4. CAPACITY DEVELOPMENT AND MANAGEMENT	<ul style="list-style-type: none"> Build and strengthen capacity and support the Provincial Data Coordinator/M&E Officer, with a particular focus on WPHA monitoring and reporting needs Support Provincial Data Coordinator/M&E Officer for SFD, MFD and NFD data analysis in timely reports and request submissions to WPHA and NTP Provide support to the roll out and implementation of the eTB module in SFD and other districts. Where possible, provide training/support to Middle Fly District (MFD) and North Fly District Support the team leader to coordinate team or individual work plans in line with guidance from the Melbourne-based project management team. Provide and/or identify training and mentorship opportunities to the data/IT team to increase their professional skills development Line management of a Senior Data Entry Officer and Data Entry Officer(s) Responsible for managing standard HR processes, including but not limited to performance development frameworks, annual appraisals, and performance management, as well as HR issues as they arise.
5. OTHER	<ul style="list-style-type: none"> Provide consultation and support in key stakeholder or technical meetings as required Provide support in health systems strengthening and community systems strengthening aspects of the project in line with project plans (e.g. facility assessments for decentralization of services, supply chain and drug ordering, laboratory systems, community case finding, community engagement, etc.) Provide backfill support in areas as requested by the Team Leader
6. TRAINING	Responsible for completing all required training in line with the position / role.

KEY SELECTION CRITERIA

QUALIFICATIONS / EXPERIENCE / KNOWLEDGE / ATTRIBUTES		
1.	Qualification in public health, international development or a related field as well as minimum three years of relevant experience.	Essential
2.	Experience working in a similar position on an international health development program.	Essential
3.	Excellent relationship management and communication skills, including with counterpart agencies and colleagues.	Essential
4.	Experience managing database systems ideally within a Health/TB program.	Essential
5.	Experience with project reporting to donors/key stakeholders.	Essential
6.	Experience and/or understanding of Health System areas.	Essential
7.	Experience with project monitoring and evaluation processes	Essential
8.	Experience in capacity development / training of local staff in resource-constrained settings.	Essential
9.	Previous work/living experience in low-resource settings.	Preferable
10.	Experience in programmatic management of TB/DR-TB.	Preferable

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)

Burnet Institute is a foundation partner of the AIID, a visionary initiative designed to protect Australia and the wider Asia-Pacific region against major global health issues and pandemics. The state-of-the-art facility is expected to be open in 2028 and will be home to Burnet Institute, Doherty Institute and The University of Melbourne, with funding from the Victorian Government. In joining this exciting initiative, Burnet will remain an independent medical research institute.



BURNET 2030 STRATEGY

The Burnet 2030 Strategy focuses on growing our impact, placing equity at the centre of what we do, and paying close attention to the effects of a rapidly changing climate and environment. Our point of difference is our technical breadth—from laboratory-based discoveries to field research, to commercialisation to development programs; all to progress toward a more equitable world. This is what sets us apart. Our Strategy will also see us invest in our people, building our position as the aspirational workplace within the sector with ethical values and a culture committed to fostering talent for future leadership and rewarding careers.

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

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	Direct Contact - Working With Children
LOCATION OF CONTACT	Overseas - Papua New Guinea

ENQUIRIES

For enquiries, please contact careers@burnet.edu.au