

# A more equitable world through better health.



## POSITION DETAILS

TITLE	Country Director, Papua New Guinea
CLASSIFICATION	Professional Level 10+
TIME FRACTION	Full Time
CONTRACT TYPE	2 Year Fixed Term (Flexible)
LOCATION	Port Moresby, Papua New Guinea (PNG)
REPORTS TO	Deputy Director, International Operations
DIRECT REPORTS	Deputy Country Director, Operations and Deputy Country Director, Programs
LAST UPDATED	June 24

## POSITION SNAPSHOT

The Country Director is Burnet Institute's senior representative position in country. The incumbent provides leadership of the in-country management team and is an active member of an experienced team of senior professionals based in PNG and Melbourne, including the PNG Executive Team and the Technical Oversight Committee (PTOC). The Country Director is the primary focal point between the PNG and Melbourne offices and is instrumental in maintaining effective relationships with all key internal stakeholders; external stakeholders including government, DFAT and major donors; and leveraging business development opportunities to ensure the on-going success of the PNG Programs. This role ensures implementation of Burnet PNG 2030 Strategy. The incumbent also oversees the regulatory and contractual compliance and financial management of a diverse portfolio of projects, utilising a wide range of funding modalities.

## KEY RESPONSIBILITY AREAS

1. OPERATIONAL MANAGEMENT & LEADERSHIP	<ul style="list-style-type: none"><li>• Together with the in-country management team, work with the PNG Executive and the PNG Technical Oversight Committee to achieve Burnet's mission and goals.</li><li>• Support the implementation of activities, as agreed with relevant working groups.</li><li>• Actively participate in and contribute to the development and implementation of Strategic and Operational Plans</li><li>• Provide leadership to ensure operational and management structures meet current and expected needs.</li><li>• Ensure that that best-practice management and business processes are in place.</li><li>• Ensure regular review of the effectiveness and equity of PNG policies and operational guidelines.</li><li>• Oversee systems and structures to support PNG activities.</li><li>• Oversee the identification, response to and management of key risks.</li></ul>
2. WORKFORCE MANAGEMENT	<ul style="list-style-type: none"><li>• Lead, contribute to and promote a high standard of staff performance, skills/capacity development and productivity across all PNG activities.</li><li>• Lead and support the strengthening and maintenance of a performance management/support system.</li><li>• Develop and maintain effective workforce management tools.</li><li>• Ensure appropriate Professional Development opportunities are available for all staff.</li></ul>
3. FINANCIAL & CONTRACT MANAGEMENT	<ul style="list-style-type: none"><li>• Ensure financial accountability and contract compliance in all PNG activities.</li><li>• Ensure appropriate resources, structures and systems are in place to enable effective and efficient oversight and management of financial resources ensuring that budget &amp; financial systems meet the needs of Activity leaders, donors, auditors and Institute requirements.</li></ul>

4. REPRESENTATION & STAKEHOLDER ENGAGEMENT	<ul style="list-style-type: none"> <li>Strengthen Burnet Institute's relationships, presence and visibility as a partner in PNG through engagement and consultation with key PNG government stakeholders, DFAT, donors and other networks as appropriate.</li> <li>Attend key meetings as Burnet's representative.</li> <li>Act as central contact reference point for Melbourne-based Burnet Institute staff.</li> <li>Establish and oversee communication protocols for effective relationship management with all key stakeholders, both internally and externally.</li> </ul>
5. PROGRAM OVERSIGHT & CONTRACT COMPLIANCE	<ul style="list-style-type: none"> <li>Ensure alignment of programs, systems and policies with whole of Burnet Institute</li> <li>Ensure that activities are implemented in compliance with Burnet Institute policies &amp; procedures and in a manner consistent with the ACFID Code of Conduct, including Child Protection, Prevention of Sexual Exploitation Abuse and Harassment, Fraud, Counter-terrorism Policies and other safeguards.</li> <li>Ensure that appropriate delegations of authority are followed.</li> </ul>
6. STAFF WELLBEING, SAFETY & SECURITY	<ul style="list-style-type: none"> <li>Oversee Occupational Health &amp; Safety matters in respect of PNG Operations.</li> <li>Ensure security plans are in place and updated regularly for in-country activities and sites.</li> <li>Ensure staff wellbeing including an accessible Employee Assistance Program</li> <li>Provide updates to Melbourne-based staff on changes in health &amp; security risks.</li> <li>Ensure appropriate briefing &amp; debriefing of staff traveling within and from PNG.</li> </ul>
7. PEOPLE LEADERSHIP	<ul style="list-style-type: none"> <li>Ensure participation of directly reporting staff in the People Development Framework (PDF) to enhance performance and identify training, professional development and career coaching needs.</li> <li>Ensure compliance within the group in relation to all required compliance training including online and face to face training.</li> <li>Manage HR issues with the support and guidance of HR as needed.</li> <li>Manage leave within the group to ensure leave balances are kept within institute policy guidelines.</li> <li>Coach and support staff and students.</li> </ul>
8. TRAINING	Responsible for completing all required training in line with the position / role.

## KEY SELECTION CRITERIA

QUALIFICATIONS / EXPERIENCE / KNOWLEDGE / ATTRIBUTES		
1.	Post graduate qualification and experience in Public Health	Desirable
2.	Demonstrated technical knowledge and practical experience in an international development focused position at a senior level	Essential
3.	Substantial experience in leading complex programs and teams across multiple locations, desirably in PNG or another Melanesian/Pacific context	Essential
4.	Demonstrated ability to adapt to and develop understanding of in-country cultural customs, practices, and sensitivities.	Essential
5.	Experience of high-level representation, to national government and diplomatic levels, and within national and regional forums	Essential
6.	A track record in successful team capacity building, organisational leadership, and management of complex staffing matters.	Essential
7.	Strong knowledge and experience in child protection, safeguarding standards and procedures; and security and risk management.	Essential
8.	Demonstrated experience leading organisational wide strategies and change management	Essential

# 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):

<b>CONTACT TYPE</b>	<b>Direct Contact - Working With Children</b>
<b>LOCATION OF CONTACT</b>	Overseas – PNG & other regions

## ENQUIRIES

For enquiries, please contact [careers@burnet.edu.au](mailto:careers@burnet.edu.au)