

# A more equitable world through better health.



## POSITION DETAILS

<b>TITLE</b>	<b>Senior Monitoring, Evaluation and Epidemiology Officer</b>
<b>CLASSIFICATION</b>	Attractive salary package discussed with short listed candidates. A monthly mobility & special location allowance is included in the salary package. Other provisions include accommodation and transport in Daru, mobilisation and demobilisation expenses covered (visa, return airfares, additional luggage, transit accommodation), and medical and emergency evacuation insurance while in PNG or when travelling for work.
<b>LOCATION</b>	Daru, Western Province, Papua New Guinea (Travel to Melbourne as required)
<b>REPORTS TO</b>	Team Leader - Technical (Line Manager) Health Systems & Information Specialist/Epidemiologist (Technical Supervisor)
<b>DIRECT REPORTS</b>	Senior Data Entry Officer, Data Entry Officer(s), and IT Officer
<b>LAST UPDATED</b>	September 23

## POSITION SNAPSHOT

Working closely with the Team Leaders (Daru), Technical Team, Project Manager, and partners, the main purpose of the Senior Monitoring and Evaluation and Epidemiology Officer 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 Senior Monitoring and Evaluation and Epidemiology Officer 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 the 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 the 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.

## KEY RESPONSIBILITY AREAS

<b>1. HEALTH INFORMATION &amp; DATA SYSTEMS</b>	<ul style="list-style-type: none"> <li>Lead the on-the-ground management of health information and electronic data systems with support from the International Health and Development Specialist.</li> <li>This will include the management of the network and server based at DGH (with support from IT as needed).</li> <li>Establish and maintain quality assurance processes including data cleaning, for data captured by program systems.</li> <li>Train Burnet, PHA and partner organization staff as required on use of data systems.</li> <li>Identify gaps and areas for improvement in existing data systems processes for TB.</li> <li>Support sustainable transition of data systems to WPHA/DGH/NDOH.</li> <li>Oversee/support the IT Officer in IT system maintenance and management in collaboration with POM, Kokopo, and Melbourne based staff.</li> </ul>
<b>2. PROJECT MONITORING &amp; EVALUATION</b>	<ul style="list-style-type: none"> <li>Provide leadership and ongoing support to the establishment and maintenance of project M&amp;E systems.</li> <li>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.</li> <li>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.</li> </ul>
<b>3. CAPACITY DEVELOPMENT</b>	<ul style="list-style-type: none"> <li>Build and strengthen capacity and support the Provincial Data Coordinator, with a particular focus on WPHA reporting needs</li> <li>Support Provincial Data Coordinator for SFD, MFD and NFD data analysis in timely reports and request submissions to WPHA and NTP</li> <li>Where possible, provide training/support to Middle Fly District (MFD) and North Fly District</li> </ul>
<b>4. PEOPLE LEADERSHIP</b>	<ul style="list-style-type: none"> <li>Line management of a Senior Data Entry Officer, Data Entry Officer(s), and IT Officer</li> <li>Ensure participation of all 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> </ul>

- Provide and/or identify training and mentorship opportunities to the data/IT team to increase the development of their professional skills.
- Manage HR issues with the support and guidance of HR as needed.
- Manage leave within the group to ensure leave balances are kept within institute policy guidelines.
- Coach and support staff and students.

5. 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, epidemiology or a related field as well as minimum of three years of relevant experience.	Essential
2.	Experience working in a similar position on an international health development program.	Essential
3.	Experience with database software in a health and preferably research setting	Essential
4.	An understanding of the principles and importance of gender, equality, disability and social inclusion	Essential
5.	Understanding of database structure and effective data management in research principles	Essential
6.	Excellent relationship management and communication skills, including with counterpart agencies and colleagues.	Essential
7.	Evidence of work with and/or development of frameworks, guides and protocols	Essential
8.	Experience and/or understanding of Health System areas.	Essential
9.	Experience with project monitoring and evaluation reporting and processes	Essential
10.	Demonstrated capacity to work independently exercising strong judgement, decision making and problem-solving skills.	Essential
11.	Demonstrated cultural competency	Essential
12.	Experience with IT management	Desirable
13.	Previous work/living experience in low-resource settings	Desirable
14.	Experience in capacity development / training of local staff in resource constrained settings.	Desirable
15.	Experience in coding (Stata, R or similar)	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. As part of this exciting collaboration, a newly established state-of-the-art facility will be the new home of Burnet.



## 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
No Contact With Children

## ENQUIRIES

For enquiries, please contact Sarah Körver, Project Manager ([sarah.korver@burnet.edu.au](mailto:sarah.korver@burnet.edu.au))