

# A more equitable world through better health.



## POSITION DETAILS

TITLE	Project Administrator
CLASSIFICATION	Professional Level 4.3 - 4.4: \$75,583 - \$77,096 + super + salary packaging
LOCATION	The Alfred Centre, 99 Commercial Road, Melbourne 3004 / Work From Home
REPORTS TO	Western Province Project Manager, TB Working Group
DIRECT REPORTS	Nil
LAST UPDATED	December 23

## POSITION SNAPSHOT

The Project Administrator will provide administrative support to the Project Managers (SWEEP-TB and Western Province Projects) within the Tuberculosis (TB) Working Group. The incumbent will work with the finance and administration teams, as well as in-country team members and technical staff, to provide logistical and administrative support to a range of tuberculosis projects and linked activities delivered in Western Province, PNG.

## KEY RESPONSIBILITY AREAS

PROGRAM ADMINISTRATION	<ul style="list-style-type: none"> <li>Provide administrative support to project activities, such as workshops, and conference attendance.</li> <li>Arrange/book meetings, take meeting minutes, and summarise key action points for circulation.</li> <li>Organise travel arrangements for all consultants and staff where required, including booking flights, accommodation, arranging medical checks, insurance, security briefings, visas, PNG medical and nursing registrations etc</li> <li>Provide administrative support to mobilization and demobilisation of all personnel relocating to Daru, PNG</li> </ul>
FINANCE SUPPORT	<ul style="list-style-type: none"> <li>Provide administrative support to finance related project activities.</li> <li>Process payments &amp; reimbursements for project teams in Melbourne and PNG to Liaise with finance staff in Melbourne and PNG to track project payments.</li> <li>Support Australia-based procurement of project equipment and maintenance of project asset registers.</li> </ul>
ORGANISATIONAL RESPONSIBILITY	<ul style="list-style-type: none"> <li>Contribute to a harmonious team environment and maintain good working relationships with all suppliers, partners and stakeholders.</li> <li>Participate in staff and program meetings and trainings.</li> <li>Participation in the performance review process with the relevant line manager assessing progress against key performance indicators.</li> <li>Participation in professional development activities through on-the-job learning, reading, and in-house and external training.</li> </ul>
PEOPLE SUPPORT	<ul style="list-style-type: none"> <li>Coordinate the recruitment and mobilisation/demobilisation of in-country staff, in partnership with Project managers</li> <li>Liaise with Burnet HR teams in Melbourne and PNG on administrative HR matters to support staff members.</li> <li>Establish and enhance strong working relationships with PNG Country Offices and relevant technical staff.</li> </ul>
OTHER	<ul style="list-style-type: none"> <li>Support overall Tuberculosis Working Group to establish and maintain key policies &amp; procedures.</li> <li>Input key project information into Tuberculosis Working Group and PNG program tracking Systems.</li> <li>Support collation of documentation and evidence for Australian NGO Cooperation Program (ANCP) reaccreditation</li> <li>Support migration of filing system to of 365 including filing and archiving</li> <li>Other general administrative support to Project Managers as required.</li> </ul>
TRAINING	<ul style="list-style-type: none"> <li>Responsible for completing all required training in line with the position / role.</li> <li>Focal person for ISOS travel training for current and new staff</li> </ul>

- Focal person for Office 365 migration support and training

## KEY SELECTION CRITERIA

QUALIFICATIONS / EXPERIENCE / KNOWLEDGE / ATTRIBUTES		
1.	A minimum of 1 year experience providing administrative support to complex projects of programs.	Essential
2.	Previous experience working on project finances in an administrative capacity.	Essential
3.	Experience in coordinating travel arrangements.	Essential
4.	Highly developed organisational skills with the ability to prioritise tasks and meet deadlines.	Essential
5.	Strong judgement and problem-solving skills.	Essential
6.	Excellent interpersonal skills, including ability to engage with a diverse range of people.	Essential
7.	Experience in international development/NGO and understanding of cultural sensitivity.	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)

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
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No Contact With Children
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## ENQUIRIES

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