



NOSSAL INSTITUTE LIMITED

POSITION DESCRIPTION

POSITION TITLE:	Technical Advisor
REPORTING TO:	Senior Technical Advisor
CLASSIFICATION:	Category 4, Step 4
EMPLOYMENT TYPE:	Part-time/Full-time, Fixed Term 6 months
NUMBER OF REPORTS:	0

The Organisation:

Nossal Institute for Global Health is multi-disciplinary team in the [Melbourne School of Population and Global Health](#) at the University of Melbourne. We work to strengthen the quality, affordability and inclusiveness of health systems in the Asia Pacific region through practical research, learning and cooperation. Visit our website to learn how the Nossal Institute is building a better future for all through stronger health systems: ni.unimelb.edu.au

Position Summary:

This role will primarily support the implementation of the monitoring, evaluation, accountability and learning (MEAL) activities for the Learning, Acting and Building for Rehabilitation in Health Systems (ReLAB-HS) program; as well as providing other technical support as required.

The role provides support to and leads MEAL inputs to ReLAB-HS reporting providing strategic oversight of all MEAL activities of the team. This position manages ReLAB-HS's MEAL function to collect and analyse data, and support in the preparation of analytical reports and provides support to program management and technical advisors in the program.

The Technical Advisor will ensure that services are delivered in an efficient and effective way, meeting the requirements of the ReLAB-HS Program Management team, and that appropriate enrolment, progress and analysis of data is readily available to ReLAB-HS consortium partners and leadership.

This position works closely with the Operations Manager and ReLAB-HS's Co-Directors to ensure Program MEAL activities are integrated in the all activities and are delivered to meet the expected outcomes of ReLAB-HS.

Key Responsibilities:

1. Monitoring, Evaluation, Accountability and Learning (MEAL) activities:
 - a. Coordinate and support MEAL implementation across the wider ReLAB-HS consortium and in-country partners
 - b. Scheduling and supporting fortnightly meetings with Country MEAL Coordinators to support peer-learning, troubleshooting and consistent application of ReLAB-HS MEAL approaches
 - c. Schedule and chair monthly MEAL Working Group meetings
 - d. Regular liaison with the Program Technical Coordinators and Operations Director on MEAL priorities and requirements, and proactive follow up with ReLAB-HS consortium members in relation to MEAL activities

- e. Prepare intra-program reporting and reflection, ensuring data is extracted, reviewed, and analysed; with updates provided monthly, or as requested by the Steering Committee or Program Management
- f. Customise follow-up survey tools as required
- g. Monitor ReLAB-HS program implementation progress and collect key performance management information
- h. Manage and be accountable for the timely delivery of external reporting as required by USAID, ensuring deadlines are adhered to
- i. Commence preliminary discussions related to midline evaluation planning, ensuring key points are captured and documented
- j. Contribute to the program Learning Agenda
- k. Contribute to Knowledge Exchange and Deep Dive sessions

As required, the Technical Advisor will also support wider Nossal Institute's program of work as detailed below.

2. Unit Support:

- a. Contribute to other functions of the Unit as required

3. Research and knowledge development:

- a. Maintain engagement and up to date awareness of policy, organisational, programmatic and research developments relevant to the role

4. Technical assistance:

- a. If relevant provide further technical support to and carry out consultancies for the Unit
- b. Support tender preparation and bid development for the Unit
- c. Work independently on assigned technical work for the Unit
- d. Practically apply technical knowledge to individual client requirements

5. Capacity development:

- a. Collaborate with Unit team members in building the capacity of partners in Asia and the Pacific region in research skills, program design, monitoring and evaluation, health systems analysis and the Unit's area of focus
- b. Support the quality delivery of subjects within the Master of Public Health, and contribute to other Unit teaching as required
- c. Assist in identifying and developing opportunities to grow the Institute's Education and Learning Program via the Unit

Selection Criteria:

Essential:

- Significant knowledge and experience working in international development, ideally in the health or related sectors in Asia and the Pacific region
- Experience in carrying out project implementation, monitoring and evaluation
- Excellent verbal and written communication skills, particularly in either: (i) the preparation, review and presentation of technical and research reports; or (ii) business development
- Experience in working constructively with colleagues and partners, particularly in Asia and the Pacific region
- Ability to work in a multilingual and culturally diverse environment

Desirable:

- Postgraduate qualifications in an area of evaluation, public policy, public health, economics or

international development or a relevant specialist area

- Experience in working with projects funded by international bilateral and multilateral donors, including adhering to reporting requirements
- Experience in the management or administration of major events (conferences, workshops)
- Possibility for travel around, 2-3 times per year, typically 2-3 weeks at a time

Environment, Occupational Health and Safety

The incumbent will:

- Follow safe work procedures and instructions
- Seek guidance for all new or modified work procedures
- Ensure that any hazardous conditions, near misses and injuries are reported
- Participate in meetings, training and other health and safety activities
- Use equipment in compliance with relevant guidelines, without wilful interference or misuse
- Take appropriate actions to reduce use of energy, water and supplies that adversely affect the environment (including the Nossal “carbon footprint”)

Diversity and Inclusivity Statement

Nossal Institute Limited is committed to a diverse and inclusive workforce free from all forms of discrimination. We actively work to remove barriers to ensure all employees enjoy full participation in the workplace and encourage applications from diverse backgrounds.

We adopt our diversity and inclusivity policies from the University of Melbourne, which can be viewed at <https://about.unimelb.edu.au/careers/diversity-and-inclusion>