



Coordinator - Projects – Nossal Institute for Global Health

Are you an experienced project coordination or management individual who thrives in a dynamic, responsive and collaborative environment? Your project management experience is needed to help our team improve equity and access in global health.

As our world becomes more interconnected, our health as individual human beings is influenced by global health issues. Nossal Institute for Global Health's multi-disciplinary team of experts support partners to formulate, explore, monitor and evaluate policies, strategies and programs made in different settings for their impact on the health and wellbeing of people.

About the role

You will be responsible for coordinating and delivering project management across Nossal Institute's portfolio of research and development projects; as well as supporting the management of proposal and tender submissions.

This position has flexibility to be either part-time at 4 days a week or full-time for an initial 12-month contract. Open to both external candidates as well as secondment from the University of Melbourne.

About You

The successful candidate will be experienced in project management with strong administrative and organisational skills. They will be comfortable working with diverse stakeholders with experience working or living in Asia and Pacific preferred. Experience in management of overseas development projects funded by international donors, including understanding of international development principles and donor contractual and reporting requirements would be highly regarded.

In addition to project management and contract management expertise, excellent interpersonal, written and verbal communication skills are essential. To succeed in this role you will need to have a solutions-orientated approach with proven track record to use initiative, judgement for independent work within a team service environment.

Benefits

- Salary range of: \$60,300 - \$79,000 (inclusive of 10% super) PLUS access to [NFP salary packaging](#)
- Flexible and hybrid working arrangements
- Access to professional development funding for each employee
- Suite of practical training tools and materials available to all employees
- Networking opportunities with colleagues in the Melbourne School of Population and Global Health plus across the University of Melbourne

Enquiries

Further details can be obtained from the attached Position Description or by contacting **Lindsay Morton, Senior Coordinator - Projects** (lindsay.morton@unimelb.edu.au)

Join Us

If you feel this role is right for you, please submit your CV (maximum 3 pages), covering letter, and a **separate statement addressing the selection criteria** listed in the position description. Applications are to be forwarded to Nossal-HR@unimelb.edu.au with "Application – Coordinator - Projects" included in the subject line.

Applications close – 9.00am AEDT Monday 7 March 2022 and will be assessed as they are received. Virtual Interviews will be held between 15 and 17 March 2022.

Equity, Diversity and Inclusion

The Nossal Institute values equity, diversity and inclusion in our workplace and work-life balance. We encourage applications from candidates from underrepresented groups, including people with diverse cultural backgrounds, gender identities and people with disability. We aim to remove barriers and apply the principles of reasonable accommodation in recruitment and more broadly in our work. Should you require any reasonable adjustments with the recruitment process, please contact Nossal-HR@unimelb.edu.au.

Only those eligible to work in Australia need apply. Relevant background checks will be completed prior to the preferred candidate's employment being confirmed. ****Please No Agencies****