



Operations Coordinator: Global Health Alliance Australia

Global Health Alliance Australia is an innovative member-based alliance, which drives change through specialist advice and expertise; influence and advocacy; connections and networking; and, collaboration and investment.

The Alliance has a small team of staff, supported by the Nossal Institute of Global Health, and is currently based at the University of Melbourne. See our website www.glham.org

We currently have an exciting opportunity for an exceptional professional who is experienced in project and contract management, administration management, and communications to join our team as an Operations Coordinator; in a full-time capacity for a 2-year contract.

The position will support the Alliance's portfolio of global health contracts and activities; as well as coordinating our communications. The core purpose of the role is as follows:

- Manage key global health contracts and ensure deliverables are achieved
- Support member agencies through the Alliance's key communication channels and through the support and execution of events
- Identify and implement continuous improvement of business systems and processes at the Alliance
- Coordinate consortia development for member organisations and support identification and securing of new program development activities

Further details can be obtained from the attached Position Description, or by contacting Misha Coleman, Executive Director – Global Health Alliance Australia (ed@glham.org) – please do not send your application to this address.

Candidates are requested to submit a CV (maximum 4 pages), covering letter, and **an application addressing the selection criteria** (both essential and desired as outlined in the position description). Applications are to be forwarded to Nossal-HR@unimelb.edu.au with "Application – Operations Coordinator" included in the subject line.

Applications close – 5:00pm Monday 9 March 2020.

Global Health Alliance Australia and the Nossal Institute for Global Health is committed to workplace equity and diversity and encourages applications from candidates with diverse cultural backgrounds and people with a disability. 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****