



Program Officer – Nossal Institute for Global Health

Nossal Institute for Global Health at the University of Melbourne is seeking a project management professional to join our Programs team as a Program Officer.

Based in Melbourne CBD, this is a full-time or part time role (0.8 FTE / 4 day week) on a 12-month fixed term contract. This opportunity can be a secondment from within the University or open to external candidates.

Working as part of a team, the Program Officer will have the opportunity to work in a dynamic, responsive and collaborative environment to provide project management and program support across Nossal Institute's portfolio of research and development projects; as well as supporting the management of proposal and tender submissions.

The successful candidate will possess experience in project management and have strong administrative and organisational skills. 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 your project management and contract management expertise, excellent written and verbal communication skills are essential, as is the ability to work independently and also part of a team.

Further details can be obtained from the attached Position Description or by contacting **Christianne O'Donnell, Manager – Programs** (c.od@unimelb.edu.au).

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 – Program Officer" included in the subject line.

Applications close – 5:00pm Tuesday 22 December 2020.

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****