



Program Officer – Nossal Institute for Global Health

Nossal Institute for Global Health at the University of Melbourne is seeking an education administration professional to support the delivery of our Education and Learning Program.

This position will provide program management support including learning design for blended and face to face subjects, building subjects on the CANVAS platform, and general administration of subjects.

Strong administration and time management skills are essential, with demonstrated ability to multitask and prioritise workflow. Proficiency at an advanced level of IT software programs is required, along with experience or understanding of the requirements of the development and delivery of a tertiary level curriculum.

This position is part-time at 4 days per week, on a 12-month fixed term contract.

Further details can be obtained from the attached Position Description or by contacting **Matt Ralston** (matthew.ralston@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 – **not exceeding 8 pages**). Applications are to be forwarded to Nossal-HR@unimelb.edu.au with “Application – Program Officer” included in the subject line.

Applications close – 5:00pm Wednesday 10 March 2021.

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.

Those currently enrolled in the University of Melbourne MPH degree are not eligible to apply due to the potential for conflicts of interest occurring.

Relevant background checks will be completed prior to the preferred candidate’s employment being confirmed. ****Please No Agencies****