Program Officer – Nossal Institute for Global Health

Apply your project management experience to advancing one of the foremost contemporary challenges, improving equity and access in global health.

This position 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.

Working as part of a team, this position will suit an experienced project coordination or management individual who thrives in a dynamic, responsive and collaborative environment to provide project management and program support to support the vision and mission of the Nossal Institute.

The successful candidate will possess experience in project management and have strong administrative and organisational skills. They will be comfortable working with diverse stakeholders and have 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 your project management and contract management expertise, excellent interpersonal, written and verbal communication skills are essential. Plus a solutions-orientated approach with proven track record to use initiative, judgement for independent work within a team service environment.

This is a full-time or part-time role (0.8 FTE / 4 day week) on an initial 12-month fixed term contract. Open to both external candidates as well as secondment from the University of Melbourne.

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

Candidates are requested to submit a CV (maximum 4 pages), covering letter, and a separate statement addressing the selection criteria (both essential and desirable 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 Monday 14 June 2021. Interviews will be held in week of 21 June 2021.

The Nossal Institute is committed to workplace equity and diversity. 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.

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**