Team Leader – Projects & Collaboration  
Nossal Institute for Global Health

Apply your project management expertise and supervision experience to ensure proactive and high quality delivery of Nossal Institute’s portfolio of global health program and project management and business development activities.

This position collaborates with our technical staff to coordinate complex, major projects that commonly have multiple stakeholders and/or countries; as well as supporting and supervising the team to ensure they provide high level delivery of their projects. The position also is responsible for leading the coordination of quality bid and tender proposals.

The successful candidate will have demonstrated experience managing international development projects, including project planning and design, proposal preparation, contractual negotiations, monitoring, budgeting and financial management; as well as experience supervising a team.

Proven ability to thrive in a dynamic, responsive and collaborative environment is essential; as is high level initiative, sound judgement and problem solving skills with a solutions-orientated approach, and the ability to successfully manage multiple competing deadlines.

This is a full-time position on an initial 24-month fixed term contract.

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 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 – Team Leader Projects & Collaboration” included in the subject line.

This position is available for immediate start and applications will be reviewed as they are received.

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**