

Position Description

Position:	Senior International Health Specialist
Location:	Centre for International Health (CIH) Burnet Institute Melbourne, Australia, with overseas travel (average of 12-16 weeks per year).
Duration:	Initial 2 years with expectation of extension.
Responsible To:	Centre Head, Professor Mike Toole

Context:

The **Burnet Institute** is one of the leading medical research and public health Institutes in Australia comprising more than 350 scientists and public health professionals based at our laboratory facilities and headquarters in Melbourne, and over 150 health professionals located in 10 offices in seven countries across Asia, the Pacific and Africa.

The **Centre for International Health** is committed to improving the health of communities in developing countries through the strengthening of primary health care and the control of communicable diseases. It is through the Centre for International Health (CIH) that the Burnet Institute is an accredited Australian non-government organisation.

The Centre aims to respond to the growing health problems in developing countries by providing technical advice, applied research, policy development, training and education programs for communicable disease prevention and control programs, all in a community health context.

Currently there are eleven overseas offices in seven countries - in China (Tibet), Thailand, Indonesia (3), Laos, Myanmar (Burma), Papua New Guinea (2) and Mozambique (2).

CIH has experienced a period of rapid growth including a 50% increased in turnover in the last 12 months to have an annual operating budget in excess of AUD 22 million. This growth has provided an exciting opportunity for a mid career health professional to join the highly committed and professional team at the CIH. The CIH is currently looking to secure the services of an individual with broad experience in international public health with particular interest and experience in health systems strengthening with demonstrated experience working within the China Health System.

Position Summary

The Senior International Health Specialist will be responsible for:

- Providing technical advice & direction to the AusAID funded China-Australia Health & HIV/AIDS Facility (CAHMF) – approximately 40% of time.
- Providing technical support to other bilateral, multilateral, and NGO projects, both current and planned, focusing particularly on the Asian and Pacific regions.
- Conducting short-term technical consultancies overseas commissioned by CIH partner agencies.
- Contributing to CIH's post-graduate teaching program in international health.
- Contributing to the documentation and advocacy functions of CIH.
- Contributing actively in the shared leadership framework of the Centre specifically aligned to the skills and experience of the incumbent.

The position has flexibility to respond to both the incumbent and the CIH's requirements for engagement however it is expected that through the provision of both long and short term technical inputs the incumbent's work will generate the income necessary to support associated costs of the role.

Reporting and Relationships:

The Position reports to the CIH Head (Professor Mike Toole) and is directly supported by other CIH leaders (Wendy Holmes, Technical, Mark Tennent, Management). The position will provide leadership in technical areas as agreed with the CIH Head.

The Position will liaise directly with Country Representatives, Project Managers and other CIH staff in the provision of technical support and advice. The Position works closely with donors, partners and other in-country and regional stakeholders as required.

In fulfilling the requirements of the CAHMF responsibilities the Position will work closely with the Facility Coordinator (CIH, Melbourne), AusAID representatives in Beijing and Canberra, Chinese Ministries as well as Australian stakeholders.

The Position will also engage with Business Development staff in the pursuit of both long and short-term new work opportunities.

Roles and Responsibilities:

CAHMF Technical Leadership

Subject to approval by AusAID the incumbent will take over the role of Facility Technical Director (FTD) for the China-Australia Health & HIV/AIDS Facility managed by the Burnet Institute. Attachment 1 provides the full position description as approved by AusAID.

The CAHMF Facility Technical Director (FTD) has prime responsibility for the Technical Oversight of the Facility. The FTD is to work closely with the Chinese Senior Health Advisor (CSHA), the Technical Expert Panel, AusAID, Australian Partners and the Facility Management Team in discharging his/her role & responsibilities.

The role of the FTD is focused on:

- Appraisal and review of activity proposals and milestone reports.
- Chinese/Australian collaboration partnerships
- Monitoring and Evaluation
- Providing additional expertise as required
- Ensuring effective contribution to the Facility of the Technical Expert Panel.

The FTD will engage additional technical expertise as required to support the needs of the facility especially the Technical Expert Panel.

Together with the CSHA the FTD will provide strategic leadership for the Facility, as well as technical advice and coordination with other elements of the Program. The FTD will play a key role in monitoring & evaluation, coordination, planning and review for the Program.

Other Technical Leadership

Drawing upon significant expertise, experience and networks the incumbent will provide technical leadership within CIH (& Burnet) and the development community:

- Provide technical direction and support (especially in District-level Health Service Strengthening) to selected CIH bilateral, multilateral, and NGO projects, both current and planned, focusing particularly on the Asian and Pacific regions.
- Technical direction and support (especially in Health Systems) to selected CIH bilateral, multilateral, and NGO projects, both current and planned, focusing particularly on the Asian and Pacific regions.
- Document the outcomes of activities through regular written contributions to analytical reports, peer-reviewed journal papers, commissioned articles and monographs, and presentations at local and international conferences.
- Actively participate in relevant national and international peer networks of NGOs, academic institutions, and advocacy groups.
- Subject to time availability, give presentations to community groups in Australia and contribute to raising the profile of the Burnet Institute.
- Participate and provide leadership as required in other areas as required such as strategic and operational planning for CIH.

Short-term Consulting

Provide short-term technical advice commissioned by agencies such as AusAID (or other bilateral aid agencies), UN agencies (such as WHO, UNAIDS, UNICEF, and UNDP), and international and local NGOs, particularly in South and Southeast Asia, in the areas to be agreed based on incumbents expertise and experience and in consideration of the overall strategic priorities of the Centre.

Program Development

In collaboration with other members of CIH's country support and development teams and working groups assist in the identification, tracking and proposal writing in response to new project and program opportunities for Burnet/CIH,

Education and Training

- Contribute to occasional teaching sessions, tutorials, student project supervision, and student assessment in one or more of the post-graduate units (all focused on developing countries) currently offered by CIH through Monash University.
- Contribute to other training courses or workshops conducted by CIH for other institutions in Australia or overseas.

Key Relationships

There is a broad range of operational mechanisms established to facilitate and support the undertaking of Position's responsibilities. It is expected the Position will engage with these mechanisms as follows;

- Member of at least one but no more than two CIH working groups
- Member of at least one Country Support Team
- Facility Technical Director, CAHHF.
- Other project specific inputs will have a reporting requirement to the relevant Project or Technical Director, or where appropriate the relevant Country Representative.
- Broader peer and professional support will be provided as part of the CIH Peer Feedback Program.

Professional development

Participation in professional development activities, through on-the-job learning, reading, in-house and external training.

Selection Criteria

1. Extensive experience working in the health sector in resource poor settings including an understanding and experience of broader "health systems" policy, planning and reform issues such as health financing and health workforce issues.
2. Demonstrated experience and knowledge of health systems, with knowledge of health systems in China desirable.
3. Post graduate qualifications in public health, health management, international development or a related area.
4. Ability to provide expert technical advice on a range of topics (though not necessarily all) relevant to CAHHF
5. Ability to provide effective, high quality policy and technical input to program design/management, program quality and performance assessment processes.
6. Strong analytical skills, sound judgement and the capacity to think strategically, including ability to produce high quality policy materials and advice for development implementation.
7. Strong communication and interpersonal skills, including a demonstrated ability to engage at a senior government level, establish and maintain networks, provide advice and communicate effectively on sensitive issues with a culturally and professionally diverse range of stakeholders.
8. The ability to work effectively as part of an organisation and as a team.

Endorsed:

Professor Mike Toole
CIH Head

Dated:

<Incumbent>
Senior International Health Specialist

Dated:

Attachment 1. CAHMF FTD Full Position Description

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The FTD will engage additional technical expertise as required to support the needs of the facility especially the Technical Expert Panel.

Together with the CSHA the FTD will provide strategic leadership for the Facility, as well as technical advice and coordination with other elements of the Program. The FTD will play a key role in monitoring & evaluation, coordination, planning and review for the Program.

Key Relationships

The FTD will maintain effective working relationships with:

- CSHA
- AusAID
- PMC
- Technical Expert Panel
- M&E specialist
- PMRG
- Australian Partners
- Facility Management Team
- Facility Coordinator and Managing Contractor support

The FTD will

- Report to the PMC, in the same fashion as the CSHA, on the technical and strategic direction of CAHMF
- Report to AusAID on issues of technical and strategic direction
- Liaise with the CSHA on delegated decisions for approval
- Provide technical advice and appraisal to the FM and FMT
- Liaise with the FM and FC to coordinate M&E and expert panel, other resources for technical direction and appraisal, and other operational issues as needed.

Responsibilities & Authority

The FTD will be responsible for:

- a) ensuring that the Program is primarily focussed on supporting its Purpose and Objectives through the three over-arching themes (HIV, EIDs and laboratory support, and health systems strengthening)
- b) ensuring that Australian support is directed towards building capacity among key Chinese agencies
- c) promoting linkages between Australian and Chinese institutions
- d) providing a central point of contact and timely technical support for MOH, DoHA and Chinese and Australian agencies as well as potential and funded Facility activities
- e) providing leadership and oversight for the CAHHF, including technical advice and coordination with other elements of AusAID's China Health Program
- f) providing support to maximise linkages and complementarity between activities at local, national and regional levels for the Facility, including maintaining its relationship with other Program elements
- g) assisting the FMT to develop and maintain relationships with stakeholders and provide technical advice on the development of facility materials, where required
- h) supporting the FMT with inputs to the PMC, for example, to prepare agenda for the PMC
- i) identifying areas requiring additional, specific technical advice or other support together with identification of appropriate technical expertise to meet need.
- j) approve concepts, activity design documents and proposals, and new individual activities up to an agreed limit, as delegated by the PMC (includes consultation with CSHA as required.)
- k) undertaking independent appraisals of design documents, including providing specialist technical advice as well as broader organisational cultural context advice about designs or suggesting alternative sources of advice if unable to undertake appraisals
- l) ensuring a Facility performance assessment framework and overseeing the monitoring and evaluation process for the Facility, ensuring results are synthesised for submission to the PMC and report on progress against objectives
- m) promoting the achievements and engagement opportunities of the facility to Australian agencies
- n) providing information to and assisting the Program Monitoring and Review Group (PMRG) as required.