

Position Title:	Project Manager, Health Services Development, Myanmar	Position Number:	Faculty/Division: Health Sciences				
Classification:		No. Direct Reports & Highest Classified Position: Nil	School/Branch: Population Health				
FTE: Full Time	Reports to: the Project Executive (Dr Mohammad Afzal Mahmood, Dr Chen Au Peh, Prof Julian White)	Fixed 🛛 Continuing 🗌	Discipline/Unit: Public Health				
Position Summary:	Improving the health outcomes for snakebite patients in Myanmar is a collaborative project of the University of Adelaide and other Australian institutions and Myanmar Ministry of Health (MOH) and Ministry of Industry (MOI), and is aimed at improving the health outcomes for snakebite victims. The project activities will be guided by the Australian specialists and Myanmar counterparts and include training of Myanmar MOI staff responsible for AV production, health care staff of MOH responsible for providing care to the snakebite victims. The activities will also include research in the areas of epidemiology, herpetology and health services.  The Project Manager will be responsible for guiding and supervising day-to-day implementation of field activities; liaising with Australian specialists, health services, health promotion, research staff, anti-venom production staff; assisting in planning, scheduling trainings at the hospitals and district health, including facilitating the Australian and International specialists inputs in terms of training, development and research and visiting trainers. The Project Manager will support and supervise Field Coordinators in the Project areas in Myanmar and take part in field-based financial management (remuneration of local staff appointed for the Project, local travel expenses, accommodation, research, training and health services development and AV production improvement related expenses) and facilitate Myanmar staff travel to Australia for project related training.						
Position Characteristics:	Scope	Dr Afzal Mahmood) the Project Manager activities in Myanmar, working closely with MOI staff including research, trainings, ed	Under limited direction of the Project Executive Committee (Dr Chen Au, Prof Julian White, Dr Afzal Mahmood) the Project Manager will assist in field implementation of the Project activities in Myanmar, working closely with the counterpart focal persons and MOH and MOI staff including research, trainings, education and information provision to the communities and services strengthening.				
	Significant internal/external relationships	<ul> <li>Interaction &amp; liaison with the specialis Australia.</li> </ul>	<ul> <li>Interaction &amp; liaison with the specialists from across various Australian institutions in Australia.</li> </ul>				
		<ul> <li>Close working relationship with Myar</li> </ul>	nmar MOI & MOH management				
		<ul> <li>Business Managers within the School</li> </ul>	ol of Population Health, Faculty of Health Sciences				
	Special conditions		Reasonable workplace adjustments will be made for people with a disability. The Project Manager will be required to stay in Myanmar for a period of up to 8 months a year.				
	Delegations	Some of the tasks to field coordinators in	Some of the tasks to field coordinators in the three project sites in Myanmar				



Key Responsibilities and Outcomes	1	Participate in and assist the Project executives for detailed operational planning of Project activities			Plan of action, defining activities, tasks, schedules, staff and stakeholders involved, risks and facilitating factors identified  Ensure project is compliant with School and University policies and procedures, including conditions of the grant and the granting body.
	2	Assist in planning and implementing the research defined as part of the Project		-	Local partners identified, teams developed, plans available for implementation for epidemiology, herpetology and health services research implementation in the project sites
	3	Liaison with the Ministry of Health and Ministry of Industry management hierarchy, focal persons and specialists		•	Local staff identified and tasked with responsibilities relevant to the Project outcomes, Facilitated interaction between the Australian specialists and counterpart Myanmar specialists and staff
	4		nning and implementing human resource t training at hospitals/health centres	•	Assisted the project Executive team and Australian and local specialists to plan. Schedules of trainings developed. Training conducted for the relevant staff
	5	Interaction w	rith Australian and International Experts	•	Travel Plans developed, Integrated Trainings implemented
6		Financial management of the Project expenses in Myanmar		•	Detailed budgets for each activity (e.g. epidemiological research) and information on expenses incurred available, activity budget and expense reports developed.
				•	Budget targets met or exceeded.
			Communication	•	Composes communications which convey specialised concepts in order to influence outcomes or decisions.
Criteria	Capabilities and Behaviours			•	Tailors communication style and delivery method to the level of the audience.
				•	Prepares and delivers confident and persuasive presentations.
				•	Knows the project stakeholders, and identifies and uses this knowledge to assist in developing strategies to influence outcomes.
				•	Organises events and meetings to facilitate information sharing.



	Service Focus	<ul> <li>Develops and implements systems and policies to ensure outstanding client service is achieved.</li> <li>Establishes systems to gather feedback from community, counterparts and stakeholders about the project implementation activities and services and to identify areas for improvement.</li> <li>Models high standards of service delivery to stakeholders</li> </ul>
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		<ul> <li>Seeks to understand clients' operating environment and to understand their issues/problems.</li> </ul>
		Develops strategic alliances with external groups to enhance the quality of service.
	Managing People	Empowers other project staff by encouraging feedback and involvement in team decisions for the implementation of project activities in the field.
		Provides support for solving problems.
	Teamwork	Builds collaborative working relationships with internal and external stakeholders.
		Takes the initiative in progressing team goals
	Achievement Drive	Actively seeks out feedback from others on own performance.
		Able to quickly prioritise conflicting demands and evaluate opposing arguments.
		Sets targets to achieve results.
		Demonstrates enthusiasm for the project and sets of activities within.
Knowledge and	<ul> <li>Public Health or Health Services Development Project Planning and Management knowledge and experience</li> </ul>	
Experience	<ul> <li>Experience of working in a community or health services based health promotion or disease prevention or health services development project</li> </ul>	
	<ul> <li>Experience of working in a developing country on health or development, preferably on a project/program involving public sector health services</li> </ul>	
Qualifications	<ul> <li>A postgraduate degree or Honours degree in Public Health, Development Studies, BA (Health or Health Care focus), Hea Administration or equivalent</li> </ul>	



Occupational Health, Safety and Welfare Requirements	All Supervising staff are required to implement and maintain the University's OH&S Management System in areas under their control ensuring compliance with legislative requirements and the established Performance Standards. All other staff will assist the Head of School/Branch to create and maintain a safe and healthy work environment by working safely, adhering to instructions and using the equipment provided in accordance with safe operating procedures. Where appropriate, staff will initiate and participate in worksite inspections, accident reporting and investigations, develop safe work procedures and provide appropriate information, instruction, training and supervision. Staff will also inform the Head of School/Branch of any unsafe working practices or hazardous working conditions.				
University Expectations	<ul> <li>All staff are expected to:</li> <li>Contribute to the efficient and effective functioning of their team or work unit in order to meet University objectives. This includes demonstrating appropriate and professional workplace behaviours in accordance with the Code of Conduct, providing assistance to team members if required and undertaking other key responsibilities or activities as directed by one's supervisors;</li> <li>Participate in the Planning, Development and Review which includes a regular review of their performance against the responsibilities an performance objectives associated with the role and demonstration of appropriate behaviours which reflect a commitment to the University's values and strategic directions;</li> <li>Perform their responsibilities in a manner which reflects and responds to continuous improvement; and</li> <li>Read, understand and comply with all University policies and procedures.</li> </ul>				
Approvals:	Head of School	Director Human Resources			
Head of School / Branch Manager	Name:	Name:			
	Signature:	Signature:			
	Date:	Date:			
Acknowledgement of Incumbent	I have read and understood the requirements of the position				
	Name:(please print)	Signature: Date:			