

Project Manager, Health Services Development, Myanmar  
POSITION DESCRIPTION

<b>Position Title:</b>	Project Manager, Health Services Development, Myanmar	<b>Position Number:</b>	<b>Faculty/Division:</b> Health Sciences
<b>Classification:</b>	HEO7	<b>No. Direct Reports &amp; Highest Classified Position:</b> Nil	<b>School/Branch:</b> Population Health
<b>FTE: Full Time</b>	Reports to: the Project Executive (Dr Mohammad Afzal Mahmood, Dr Chen Au Peh, Prof Julian White)	<b>Fixed</b> <input checked="" type="checkbox"/> <b>Continuing</b> <input type="checkbox"/>	<b>Discipline/Unit:</b> Public Health
<b>Position Summary:</b>	<p>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.</p> <p>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.</p>		
<b>Position Characteristics:</b>	<b>Scope</b>	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.	
	<b>Significant internal/external relationships</b>	<ul style="list-style-type: none"> <li>▪ Interaction &amp; liaison with the specialists from across various Australian institutions in Australia.</li> <li>▪ Close working relationship with Myanmar MOI &amp; MOH management</li> <li>▪ Business Managers within the School of Population Health, Faculty of Health Sciences</li> </ul>	
	<b>Special conditions</b>	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.	
	<b>Delegations</b>	Some of the tasks to field coordinators in the three project sites in Myanmar	

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<b>Key Responsibilities and Outcomes</b>	1	Participate in and assist the Project executives for detailed operational planning of Project activities	<ul style="list-style-type: none"> <li>▪ Plan of action, defining activities, tasks, schedules, staff and stakeholders involved, risks and facilitating factors identified</li> <li>▪ Ensure project is compliant with School and University policies and procedures, including conditions of the grant and the granting body.</li> </ul>
	2	Assist in planning and implementing the research defined as part of the Project	<ul style="list-style-type: none"> <li>▪ Local partners identified, teams developed, plans available for implementation for epidemiology, herpetology and health services research implementation in the project sites</li> </ul>
	3	Liaison with the Ministry of Health and Ministry of Industry management hierarchy, focal persons and specialists	<ul style="list-style-type: none"> <li>▪ Local staff identified and tasked with responsibilities relevant to the Project outcomes, Facilitated interaction between the Australian specialists and counterpart Myanmar specialists and staff</li> </ul>
	4	Assist in planning and implementing human resource development training at hospitals/health centres	<ul style="list-style-type: none"> <li>▪ Assisted the project Executive team and Australian and local specialists to plan. Schedules of trainings developed. Training conducted for the relevant staff</li> </ul>
	5	Interaction with Australian and International Experts	<ul style="list-style-type: none"> <li>▪ Travel Plans developed, Integrated Trainings implemented</li> </ul>
	6	Financial management of the Project expenses in Myanmar	<ul style="list-style-type: none"> <li>• Detailed budgets for each activity (e.g. epidemiological research) and information on expenses incurred available, activity budget and expense reports developed.</li> <li>• Budget targets met or exceeded.</li> </ul>
<b>Criteria</b>	<b>Capabilities and Behaviours</b>	Communication	<ul style="list-style-type: none"> <li>• Composes communications which convey specialised concepts in order to influence outcomes or decisions.</li> <li>• Tailors communication style and delivery method to the level of the audience.</li> <li>• Prepares and delivers confident and persuasive presentations.</li> <li>• Knows the project stakeholders, and identifies and uses this knowledge to assist in developing strategies to influence outcomes.</li> <li>• Organises events and meetings to facilitate information sharing.</li> </ul>

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		<p>Service Focus</p>	<ul style="list-style-type: none"> <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> <li>• Seeks to understand clients' operating environment and to understand their issues/problems.</li> <li>• Develops strategic alliances with external groups to enhance the quality of service.</li> </ul>
		<p>Managing People</p>	<ul style="list-style-type: none"> <li>• Empowers other project staff by encouraging feedback and involvement in team decisions for the implementation of project activities in the field.</li> <li>• Provides support for solving problems.</li> </ul>
		<p>Teamwork</p>	<ul style="list-style-type: none"> <li>• Builds collaborative working relationships with internal and external stakeholders.</li> <li>• Takes the initiative in progressing team goals</li> </ul>
		<p>Achievement Drive</p>	<ul style="list-style-type: none"> <li>• Actively seeks out feedback from others on own performance.</li> <li>• Able to quickly prioritise conflicting demands and evaluate opposing arguments.</li> <li>• Sets targets to achieve results.</li> <li>• Demonstrates enthusiasm for the project and sets of activities within.</li> </ul>
	<p><b>Knowledge and Experience</b></p>	<ul style="list-style-type: none"> <li>▪ Public Health or Health Services Development <b><i>Project Planning and Management knowledge</i></b> and experience</li> <li>▪ Experience of working in a community or health services based health promotion or disease prevention or health services development project</li> <li>▪ Experience of working in a developing country on health or development, preferably on a project/program involving public sector health services</li> </ul>	
	<p><b>Qualifications</b></p>	<ul style="list-style-type: none"> <li>▪ A postgraduate degree or Honours degree in Public Health, Development Studies, BA (Health or Health Care focus), Health Administration or equivalent</li> </ul>	

