

Terms of Reference - Long Term Adviser

Position Title:	Institute of Medical Research Strategic Manager, Papua New Guinea Institute of Medical Research/ Indo- Pacific Centre for Health Security
ARF Professional Discipline Category:	C
ARF Job Level:	3
ARF Daily Rate:	Range \$10,946-13,683 per month, depending on skills and qualifications, plus benefits (see further below)
Program:	Indo-Pacific Centre for Health Security, DFAT
Location/s:	Goroka, Papua New Guinea
Term:	2 years with possible 1-year extension
Reporting to:	Director, PNG Institute of Medical Research, Goroka
Background:	<p>The Specialist Health Service (SHS) provides strategic input on health to the Australian Government Department of Foreign Affairs and Trade (DFAT). The SHS allows DFAT to source high quality technical advice to support health policy, strategic planning and health programming across the aid management cycle.</p> <p>The PNG Institute of Medical Research was established by an Act of Parliament in 1968. The Institute conducts health and medical research into the health problems confronting Papua New Guineans. The Institute has contributed enormously to identification, diagnosis, treatment, management, prevention of infectious diseases and conditions, including contributing to new knowledge over the last 50 years. To conduct these research activities, the Institute manages large grants from various donors including the government of PNG, has established infrastructure and identified adequate human resource capacity to implement the research.</p> <p>The Vision and Mission of the Institute are:</p> <ul style="list-style-type: none"> • Improve health and wellbeing by providing research evidence to inform action to provide high quality locally relevant public health action • Support evidence-based public health policy and practice in PNG and contribute to global knowledge and innovation in health <p>The Institute will celebrate 50 years of health research leading to policy changes to improve health outcomes, global knowledge, build local and international capacity to conduct health research and partnering with communities, international</p>

	<p>collaborators and stakeholders to ensure that research programs lead to positive health outcomes and add to global knowledge.</p> <p>The Institute reports to Minister of Health, is governed by a 7-member Council and conducts research guided by ethical standards overseen by the Institutional Review Board and Medical Research Advisory Committee. The scientific activities of the Institute are implemented through 4 units, namely Infection and Immunity, Population Health and Demography, Sexual and Reproductive Health and Vector borne Diseases. These scientific units are supported by administrative units including Human Resources, Finance, ICT, Library and Communication and Maintenance and Transport.</p> <p>The Institute has undergone several reviews of its management system and ICT, aiming to improve support of scientific research and administer these research activities using best practice. Full implementation of these recommendations has not materialized nor have resources been allocated. The starting point for this position will be prioritise recommendations and focus resources towards achieving immediate and medium-term goals.</p> <p>The Indo-Pacific Health Security Initiative was launched in October 2017, and aims to contribute to the avoidance and containment of infectious disease threats that have the potential to cause social and economic harms on a national, regional or global scale. With funding of A\$300 million over five years its investments will:</p> <ul style="list-style-type: none"> • promote global and regional cooperation • catalyse international responses to countries’ identified needs • apply Australia’s unique strengths in health security • accelerate access to new and effective tools. <p>The Initiative is implemented by The Indo-Pacific Centre for Health Security. Based in the Department of Foreign Affairs and Trade, the Centre brings together expertise from relevant Australian government agencies on infectious diseases of humans and animals, public health research, and international development.</p> <p>The Buttressing Coalition is a group of Australian and International researchers and institutions that partner with the IMR on research projects in PNG. The Buttressing Coalition is currently reviewing whether its support to the IMR could potentially include both technical and some level of financial support.</p>
<p>Purpose and objectives:</p>	<p>The Adviser will provide strategic management support to the PNG IMR to ensure that IMR research strategies align with resource allocation, cash flows and communications and administrative functions support the implementation of high quality research.</p>
<p>Specific Duties:</p>	<p>Under the supervision of the Director of IMR, the Adviser will have the following duties:</p> <ol style="list-style-type: none"> 1. Provision of strategic support to senior management, acting as a neutral intermediary to foster active communication between administrators and

	<p>researchers, and facilitating prioritisation and implementation of systems improvements.</p> <ol style="list-style-type: none"> 2. Provision of high quality strategic services to Management and partners, as shown by prompt and clear verbal and written communication including drafting of meeting agendas, facilitation of internal and external meetings, drafting records of meetings and follow up on key action items. 3. Maintain oversight of research projects, as demonstrated by the effective, efficient and ethical management, including monitoring and evaluation, of activities in line with endorsed Annual Workplans. 4. Support effective management of human resources, finance and administration staff, to provide timely and cost-effective management, administrative, financial, procurement, logistics and security support for the Institute. 5. Maintain strong and productive relationships with local and international collaborators, donors and partners including the Buttrressing Coalition partners. 6. Oversee and coordinate Institutional-level reports and other outputs, including but not limited to, Annual Activity Plans and Annual Reports, financial reports and grant requirements, in a timely fashion and to a professional standard. 7. Identify and mentor IMR staff to perform the Adviser’s duties over the course of this placement to build sustainable capacity within IMR.
<p>Performance Outcomes and Deliverables, with dates:</p>	<ul style="list-style-type: none"> • Within 3 months of commencing, undertake an assessment of strategic development and supporting management needs of the Institute, and based on this develop an annual workplan with objectives, timelines and indicators for the Adviser’s work to strengthen the systems and capacities of IMR. • Delivery of strategic support to senior management and annual workplan.
<p>Reporting:</p>	<p>The Adviser will report directly to the Director of IMR. The Adviser will also be expected to keep DFAT up to date as to progress against expected outcomes as per the workplan.</p> <p>Specific reporting requirements include the following:</p> <ul style="list-style-type: none"> • Provide brief written monthly progress reports to the Director of IMR; • Provide a six-monthly activity report to the Director of IMR, and DFAT (Indo-Pacific Centre for Health Security and PNG Post) against the Adviser’s approved annual workplan and any emerging issues, including key documents as evidence of achievements; • Submit other documentation as required by the IMR or DFAT. <p>Provide an adviser time sheet, activity report and invoice (for reimbursables) at the end of each month to SHS outlining activities and deliverables, using the template provided by SHS.</p>

	<p>This long-term Adviser engagement will be managed and quality assured by DFAT and IMR (a Type 2 SHS contract). SHS/ Abt Associates will provide logistic, security and payment support.</p> <p>Performance management will be coordinated the Director IMR, based on consultation and feedback as appropriate from Institute management.</p>
Policy context:	<p>Advisers are expected to align their work with DFAT’s Health for Development Strategy 2015-2020 and to incorporate the priorities of DFAT’s cross-cutting strategies Gender Equality and Women’s Empowerment Strategy (2016) and Development for All 2016-2020 Strategy for Strengthening Disability-Inclusive Development in Australia’s Aid Program. Advisers should seek advice from the DFAT commission area about the most appropriate ways to align the tasks to these policies. Advisers should also discuss whether there are other DFAT policies relevant to this task.</p>
Conditions:	<p>Conditions of engagement may include completing and signing the following documents:</p> <p>The Deed of Confidentiality The Declaration of adviser status The Child Safe Code of Conduct</p> <p>As per the requirements an Adviser Performance Assessment will be undertaken at the completion of the assignment.</p>

Key Selection Criteria

Required Experience	<ol style="list-style-type: none"> 1. Proven experience (>10 years) in high level management in academic/research sector with a strong understanding of research management and business functions such as HR, finance, IT and fundraising, and demonstrable competency in strategic planning and business development, preferably related to health/medical research. 2. High level experience in successfully supporting complex internal and external partnerships in line with recognised international best practice. 3. Significant experience in leading and supporting multi-sectoral teams, with high level change leadership, team management, facilitation and coordination skills, preferably in a health/medical research environment. 4. Excellent track record in the provision of high quality project management and high-level secretariat services to government/academic/development agencies, in line with best practice aid and development standards
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<p>Mobility Allowance</p>	<ul style="list-style-type: none"> • A monthly Mobility Allowance range (depending on ARF rate): https://dfat.gov.au/about-us/publications/Pages/adviser-remuneration-calculator.aspx <p><i>N.B. This is an DFAT discretionary allowance and is only applicable for advisers who have relocated internationally for this role and whose accompanying dependents are not currently in receipt of such an allowance from DFAT or any other employer.</i></p>
<p>Mobility Allowance Supplement</p>	<ul style="list-style-type: none"> • A monthly fixed and flat rate Mobility Allowance Supplement of AUD1,368 per month for eligible LTA's. <p><i>N.B. This allowance is only applicable for advisers who have relocated internationally for this role; whose accompanying dependents are not currently in receipt of such an allowance from DFAT or any other employer; who are accompanied by at least one dependant child under the age of 21 years and the child attends school at any level between kindergarten through to year 12; and who has submitted the necessary documentation to confirm the enrolment of each dependant child in accordance with DFAT's requirements.</i></p>
<p>Excess Baggage / Freight</p>	<ul style="list-style-type: none"> • A Mobilisation/Demobilisation Allowance to provide reimbursement for appropriate mobilisation and demobilisation expenses, up to a total of AUD\$10,000. This can include: <ul style="list-style-type: none"> a. Excess baggage (up to 25kg total); and/or b. Sea/air freight for personal belongings. <p><i>N.B. This allowance, as it applies to sea/air freight, is based on cubic meters and is determined upon the number of accompanying dependents. Reimbursement is made to the adviser by Abt Associates upon the presentation of a valid receipt.</i></p>
<p>Vehicle</p>	<ul style="list-style-type: none"> • Where the position and project makes provision, a project vehicle may be provided.
<p>Insurance</p>	<ul style="list-style-type: none"> • Travel and medical insurance for the adviser and any nominated accompanying dependents.