

LES Position Description

AGENCY	Department of Foreign Affairs and Trade
POSITION NUMBER	DL 1055
POSITION TITLE	Senior Officer (Health)
CLASSIFICATION	LE6
SECTION	Human Development Team
REPORTS TO (TITLE)	First Secretary Health and Nutrition
EMPLOYMENT TYPE	Ongoing full-time

About The Department of Foreign Affairs and Trade


The role of the Department of Foreign Affairs and Trade (DFAT) is to advance the interests of Australia and Australians internationally. This involves strengthening Australia's security, enhancing Australia's prosperity, delivering an effective and high-quality overseas aid program and helping Australian travellers and Australians overseas. The department provides foreign, trade and development policy advice to the Australian Government. DFAT also works with other Australian government agencies to drive coordination of Australia's pursuit of global, regional and bilateral interests.

About the position

With limited direction, the Senior Officer (Health) supports the management of DFAT's substantial investments in the health sector in Timor Leste. The position works directly with implementing partners to design, implement and monitor activities in the Health Program.

Key responsibilities of the position include but are not limited to:

- Lead the Embassy coordination and management of health program investments through Partnership for Human Development (PHD), ensuring effectiveness and value for money.
- Lead monitoring and evaluation of program implementation with PHD, including through field visits, progress/financial reporting and participation in formal reviews.
- Develop and strengthen strategic relationships across a broad range of stakeholders, including community organisations, senior and middle management, government officials, private sector representatives, international and regional organisations.
- Provide input and advice to support a new health program design, work with a team of consultants and facilitate engagement and consultation with key Government and health sector counterparts in cooperation with PHD.
- Contribute to issues management by anticipating problems and providing accurate and specialised advice and guidance on the effective implementation of all health programs.
- Report on activity progress and program outcomes and lead health related contributions to PHD performance and quality reports, contractor performance assessments and responses to related requests.
- Represent DFAT at a wide range of local, regional and international events including at health sector forums and Government meetings at technical levels.
- Build, maintain and strengthen working relationships with health development partners in Timor-Leste, Australian partners and DFAT Canberra to effectively broker sustainable program outcomes.

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- Produce and deliver a range of high-quality written materials, including speeches, talking points, media releases, social media posts and other media products, representing the work of the bilateral health program.

Required Qualifications/Experience/Knowledge/Skills

- Tertiary and post-graduate qualifications (or equivalent experience), in clinical or public health, international development or a related field.
- Relevant experience working in a senior program/project management role in Timor is highly desirable.
- High-level written and oral English and Tetum communication skills, including evidence of producing high quality materials for public events (speeches and social media).
- Strong computer literacy with proficiency in Microsoft Office applications.
- Advanced time management skills and ability to deliver on deadlines.
- Demonstrated knowledge of the private clinical health service delivery and health education institutional structures and networks in Timor Leste (government, university, private sector and NGOs).
- Demonstrated leadership and interpersonal skills.
- Demonstrated ability to build and maintain productive relationships with senior level stakeholders and policy makers in Timor Leste in the health and community-development sectors (government, university, private sector and NGOs).
- Capacity to work independently, exercise good judgement and apply expertise.