

Position : Technical Specialist (1) Post
Location : Burnet Institute Myanmar – Yangon
Report to : Research Manager (Health System Research)

Burnet Institute is one of Australia's leading medical research and public health organizations. It is a not-for-profit, independent, Australian, non-government organization. Burnet combines medical research in the laboratory and at a population level with public health action and advocacy to address major health issues of disadvantaged populations in Australia and communities in the developing world. Burnet's culture links innovative discovery-oriented research with development and humanitarian action. The Burnet Institute is working in the Asia Pacific region and Africa. It has country programs and offices in Papua New Guinea (PNG) and Myanmar.

The Burnet Institute office has been operational in Myanmar since 2003. Our current focus is on major infectious diseases, particularly HIV and Viral Hepatitis, Maternal and Child Health, Malaria and Young People's Health. Our research programs are conducted in collaboration with the relevant stakeholders and local partners in order to ensure the quality and effectiveness of the program.

Key Responsibilities

- Provide technical support in field-level implementation activities.
- Support and assist the research manager in the preparation of budget, work plan, and reports.
- Provide technical support to the Research Officer on project assessment, data collection, management, and analysis.
- Responsible for facilitating trainings, workshops and project events related to the project and to the organization.
- Facilitate the implementation of community-based activities accordingly under the guidance of the immediate Supervisor and Research Director.
- Coordinate and facilitate the stakeholder's meetings as necessary.
- Acting as the partner focal point for Burnet Institute Myanmar's project partners including attending and presenting at the stakeholders meeting.
- Assist the Research Manager regarding overall project management.
- Supervise the technical officer on overall performance.

Administrative Responsibilities

- Responsible for assisting and supporting the manager in terms of administrative and financial processes for preparation and management to implement the activities.
- Coordinate with the other departments of the organization to support the values and mission of the organization as necessary.
- Oversee the subordinates regarding to access their performance and to improve their capacity building.
- Able to present the organization and the project at the meeting or the conference as needed.

Key competencies

- Advanced University degree in medicine, public health, community health or related disciplines
- Minimum five-year experience in public health program management with more emphasis in community engagement and implementation research projects.
- Experience in facilitating/ organizing training workshops.
- Strong Knowledge of research and M&E systems including health information system management.
- Understanding a disability-inclusive health system will be a plus.
- Demonstrated interpersonal, communication and presentation skills.
- Advanced written and spoken English and Myanmar language skills.
- Excellent report compilation and writing skills.
- Advanced computer skills, preferably having knowledge and skill in data analysis software (STATA, SPSS, etc.)
- Personality with initiative and ability to solve problems.
- Familiarity with a multicultural workforce
- Willingness to work in remote townships and travel to and short stay in rural area.
- Ability to meet deadlines.
- Good team player who can work with diverse people (different cultures, beliefs, and different characteristics backgrounds)
- Strictly follow the organization's values and code of conduct

Other Requirements

Burnet Institute has a zero-tolerance to Sexual Exploitation, Abuse, and Harassment (SEAH) of beneficiaries. All Burnet staff are required to sign and adhere to the Safeguarding Code of Conduct, which enshrines principles of PSEAH and Child Protection, at all times.

Interested candidates are invited to submit an application letter, curriculum vitae with a recent passport-sized photo, and copies of relevant documents to:

Human Resources Officer
Burnet Institute Myanmar
No. 226, 4th Floor, Wizaya Plaza, U Wizaya Road
Bahan Township, Yangon
Email: recruitment.myanmar@burnet.edu.au

Only those who are short-listed will be called for an interview.

Last date for submission of application: **14th May 2023 (Tuesday)**