

A more equitable world through better health.



POSITION DETAILS

TITLE	Senior Coordinator, Programs & Research- Vanuatu Country Program
CLASSIFICATION	Vanuatu Local Position- Salary range VATU 5,900,000 to 6,500,000 per annum
TIME FRACTION	1 FTE
CONTRACT TYPE	On-going
LOCATION	Port Vila, Vanuatu
REPORTS TO	Country Representative, Vanuatu
DIRECT REPORTS	1-2
LAST UPDATED	July 26

POSITION SNAPSHOT

The Senior Coordinator, Programs & Research leads the Burnet Institute's programs and research portfolio in Vanuatu, with responsibility for program quality, research development, portfolio growth and strategic partnerships. Working closely with the Country Representative, the role oversees the delivery of high-quality programs and research, leads implementation of the THRIVE Vanuatu project, and supports the development of new funding and partnership opportunities. The position provides technical leadership and supervision to research and program staff, ensuring Burnet's work is evidence-informed, impactful and aligned with national priorities

KEY RESPONSIBILITY AREAS

1. PROGRAM LEADERSHIP, MANAGEMENT & QUALITY	- Lead planning, implementation and monitoring of Burnet's Vanuatu program portfolio. - Ensure programs are delivered to a high technical standard and achieve agreed outcomes and impact. - Establish and maintain systems for program quality assurance, performance monitoring, learning and adaptive management. - Promote evidence-informed programming and continuous improvement. - Ensure GEDSI, safeguarding, child protection and localisation principles are integrated throughout the program cycle. - Support development and implementation of annual workplans, budgets and operational plans. - Monitor program risks and support mitigation strategies - In the absence of the Country Representative, acts as Representative.
2. RESEARCH LEADERSHIP & EVIDENCE GENERATION	- Lead the strategic development of Burnet's research portfolio in Vanuatu. - Identify research opportunities that align with national priorities and Burnet's strategic objectives. - Provide oversight of research design, ethics, governance and implementation. - Support generation, analysis and dissemination of high-quality evidence to inform policy and practice. - Strengthen partnerships with research institutions, universities and technical agencies. - Support publication of findings, policy briefs, technical reports and peer-reviewed papers. - Facilitate collaboration between Burnet researchers in Vanuatu and other Burnet Country Program Offices and partner organisations
3. THRIVE VANUATU PROJECT LEADERSHIP	- Lead implementation and management of the DFAT ANCP funded THRIVE Vanuatu project. - Oversee project planning, budgeting, reporting and partner coordination.

	- Lead climate-health evidence generation activities, youth consultations and stakeholder engagement processes in collaboration with Australia and location Burnet staff and partners. - Ensure project outputs are delivered on time and to quality standards, including needs assessments, stakeholder workshops, adolescent health analyses and roadmap development. - Ensure strong youth participation and GEDSI integration across implementation. - Manage donor reporting, risk management and project performance monitoring
4. STRATEGIC PARTNERSHIPS & STAKEHOLDER ENGAGEMENT	- Maintain and expand Burnet's relationships with Vanuatu Ministry of Health, government agencies, academic institutions, civil society organisations, development partners and donors. - Represent Burnet in technical working groups, research forums and sector coordination mechanisms. - Support the Country Representative in positioning Burnet as a trusted technical and research partner. - Provide strategic advice to Burnet management on emerging opportunities, risks and developments within the Vanuatu health and development sectors. - Facilitate collaboration between stakeholders to support program and research outcomes.
5. GOVERNANCE, COMPLIANCE & RISK MANAGEMENT	- Ensure compliance with Burnet policies, donor requirements and local legal obligations. - Support management of research ethics approvals and regulatory requirements. - Contribute to organisational risk management processes, including safeguarding, fraud prevention and security. - Ensure implementation aligns with Burnet's Child Protection, PSEAH, Code of Conduct and safeguarding policies. - Support contract management, reporting and audit requirements.
6. GOVERNANCE, COMPLIANCE & RISK MANAGEMENT	- Ensure compliance with Burnet policies, donor requirements and local legal obligations. - Support management of research ethics approvals and regulatory requirements. - Contribute to organisational risk management processes, including safeguarding, fraud prevention and security. - Ensure implementation aligns with Burnet's Child Protection, PSEAH, Code of Conduct and safeguarding policies. - Support contract management, reporting and audit requirements.
7. TRAINING	- Responsible for completing all required training in line with the position / role. - Support Vanuatu Country Program staff to complete necessary trainings.

KEY SELECTION CRITERIA

QUALIFICATIONS / EXPERIENCE / KNOWLEDGE / ATTRIBUTES	
1. Postgraduate qualification in Public Health, International Development, Epidemiology, Health Research, Social Science or a related discipline.	Essential
2. Minimum 7 years' experience managing public health, international development and/or research programs in the Pacific or Melanesian region.	Essential
3. Demonstrated experience leading complex, multi-stakeholder projects funded by private and public sector donors (including commitment to safeguarding, gender equality, disability inclusion and ethical research practices).	Essential
4. Significant experience in research management, implementation research or applied public health research.	Essential
5. Demonstrated experience in proposal development, fundraising and donor engagement.	Essential
6. Proven ability to build and maintain effective relationships with a diverse range of stakeholders, particularly those in the climate-health, health systems strengthening or related public health fields.	Essential
7. Strong analytical, problem-solving and strategic thinking skills	Essential
8. Excellent written and verbal communication, negotiation, and presentation skills.	Essential
9. Fluency in English; Bislama proficiency highly desirable	Desirable

About Burnet Institute

Vision

A more equitable world through better health.

Purpose

Create and translate knowledge into better health so no-one is left behind.

Values

Respect, Equality, Inclusiveness, Diversity.

Who we are

Burnet Institute is an Australian-based medical research and public health institute and international non-government organisation that is working towards a more equitable world through better health.

What we do

We are committed to creating and translating knowledge into better health so no-one is left behind. We do this through engaging with and understanding the needs of a broad range of communities and stakeholders to develop laboratory-based and social research programs, policies and products that deliver better health outcomes.

Where we work



Priority countries: **Vanuatu**

Australia | Papua New Guinea | Myanmar

We also support and contribute to research and public health programs in other Asian, Pacific and African countries.

Australian Institute for Infectious Disease (AIID)

Burnet Institute is a foundation partner of the AIID, a visionary initiative designed to protect Australia and the wider Asia-Pacific region against major global health issues and pandemics. The state-of-the-art facility is expected to be open in 2028 and will be home to Burnet Institute, Doherty Institute and The University of Melbourne, with funding from the Victorian Government. In joining this exciting initiative, Burnet will remain an independent medical research institute.



BURNET 2030 STRATEGY

The Burnet 2030 Strategy focuses on growing our impact, placing equity at the centre of what we do, and paying close attention to the effects of a rapidly changing climate and environment. Our point of difference is our technical breadth—from laboratory-based discoveries to field research, to commercialisation to development programs; all to progress toward a more equitable world. This is what sets us apart. Our Strategy will also see us invest in our people, building our position as the aspirational workplace within the sector with ethical values and a culture committed to fostering talent for future leadership and rewarding careers.

OCCUPATIONAL HEALTH AND SAFETY

The Burnet has a commitment to providing a safe and healthy workplace in accordance with the Occupational Health and Safety Act 2004. All staff are obliged to take all reasonable care to ensure that their actions do not place themselves or others at risk.

OTHER REQUIREMENTS

Burnet Institute is a child safe organisation. The incumbent of this position will be required to undergo a Police Check and possibly a Working with Children Check as a condition of employment. The types of contact with children can be viewed [here](#). This position involves the following contact with children (any individual aged under 18 years):

CONTACT TYPE	Direct Contact - Working With Children
LOCATION OF CONTACT	Overseas – Vanuatu & other regions

ENQUIRIES

For enquiries, please contact careers@burnet.edu.au