

# A more equitable world through better health.



## POSITION DETAILS

TITLE	<b>Administration and Project Officer, Vanuatu</b>
CLASSIFICATION	1.5 M Vatu + 8% VNPF contributions + healthcare insurance
TIME FRACTION	1 FTE
CONTRACT TYPE	12 months (including probation period of 3 months)
LOCATION	Port Vila, Vanuatu
REPORTS TO	Vanuatu Country Representative
DIRECT REPORTS	Nil
LAST UPDATED	May 25

## POSITION SNAPSHOT

This is a pivotal role responsible for ensuring seamless office operations and providing high-level administrative support to the Vanuatu Country Representative and other office staff. The Admin & Project Officer role provides operational support to the Port Vila (Vanuatu Country Program) Office and to two projects (Triple Elimination and 7-1-7 Outbreak Improvement in the Pacific Region). This includes managing overall administrative operations and travel coordination, ensuring that day-to-day activities and Port Vila office activities are carried out in an efficient, transparent and accountable manner.

The role involves considerable multi-tasking, overseeing the coordination of meetings, managing calendars, organising office finances (petty cash, documentation), and facilitating effective communication within the Vanuatu Country Program. The position holder actively participates in improving and maintaining office systems and is aware of and adheres to Burnet policies, procedures, and standards in all activities they perform.

## KEY RESPONSIBILITY AREAS

1. Office Reception Management	Be the primary point of contact for telephone enquiries, vendors, general public, visitors and clients in the Port Vila Office. Assist with meet and greet of Burnet staff and consultants visiting from overseas.
2. Administration Support	Provide administrative support and coordinate logistics for workshops, meetings and other activities as required: secure venue reservations, schedule meetings, order catering and supplies, prepare and distribute handouts, take and distribute minutes as requested. Manage all office related correspondence including preparation of draft correspondence as required.
3. Travel and other Logistics Support	Be the primary point of contact for domestic travel support (liaising with suppliers for timely and efficient accommodation, flights, ground transport and arrangement of per diems). Keep the staff travel tracker up to date.  Assist with international travel requests (i.e. Visa applications, accommodation bookings, hotel transfers, etc.)
4. Office Management	Establish and maintain an efficient and systematic filing system for office administrative records. Maintain the asset register and stationary and other office supplies. Monitor first aid kit supplies.
5. Finance Support	Provide basic finance support including processing invoices, maintaining petty cash records, preparing payment requests, and assisting with monthly financial reporting and reconciliations in coordination with the Melbourne finance team.  Assist Melbourne project teams with expenditure tracking, acquittal processes and ensuring compliance with donor financial requirements as requested.
6. Compliance	Monitor compliance with Burnet administration, finance and OHS policies and processes.
7. Other	Promote continuous improvement of business processes and contribute to the general work of the team and of Burnet as a whole.
8. TRAINING	Responsible for completing all required training in line with the position / role.

## KEY SELECTION CRITERIA

QUALIFICATIONS / EXPERIENCE / KNOWLEDGE / ATTRIBUTES		
1.	At least 2 years of experience working in an office coordination/ administration officer type role	Essential
2.	Relevant business qualifications (certificate/ diploma/ degree)	Essential
3.	Experience with providing logistics support (particularly relating to travel and meeting coordination)	Essential
4.	Highly proficient in the use of computers and proficient with Microsoft Office programs	Essential
5.	Strong communication skills, and ability work effectively and collaboratively. Excellent Bislama and English	Essential
6.	Reliable and punctual with patience and professionalism	Essential
7.	Experience working in an NGO or community development organisation	Desirable
8.	Finance, accounts payable/ receivable, or accounting experience	Desirable
	A driver's licence for Vanuatu	Essential

## 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:

Australia | Papua New Guinea | Myanmar | Vanuatu

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.

Whilst our headquarters is in Melbourne, Australia, we also have offices in Papua New Guinea, Myanmar, and most recently, in Vanuatu, and are actively involved in research and public health programs throughout Australia, the Asia-Pacific region, and Africa. Burnet is the only unaligned organisation in Australia that has dual accreditation with both the Australian National Health and Medical Research Council (NHMRC) and the Department of Foreign Affairs and Trade (DFAT).

## OCCUPATIONAL HEALTH AND SAFETY

The Burnet has a commitment to providing a safe and healthy workplace in accordance with Vanuatu legislation. 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):

<b>CONTACT TYPE</b>	<b>Indirect Contact With Children</b>
---------------------	---------------------------------------

## ENQUIRIES

For enquiries, please contact [Vanuatu.Office@burnet.edu.au](mailto:Vanuatu.Office@burnet.edu.au)