

## Job Description

### Volunteer Health Project Coordinator

- Title:** Volunteer Health Project Coordinator
- Location:** Kavieng, New Ireland Province, Papua New Guinea
- Mission:** Australian Doctors International (ADI) demonstrates its commitment to upholding the universal right to health care by working with local partners to provide and strengthen health services in rural and remote communities.
- Scope:** The Health Project Coordinator provides logistical support for ADI's rural outreach health patrols and healthcare worker training program. Priorities include providing support and assistance to ADI in-country volunteer doctors, regular reporting to ADI Sydney office on projects, working to ensure financial procedures are followed, and building ongoing relationship with in-country stakeholders including New Ireland Provincial Government.
- Reports to:** PNG Program Manager

#### Responsibilities

- Provide ongoing logistical support to ADI patrols in coordination with the NIPG Patrol Coordinator.
- Work with the NIPG Patrol Coordinator in organising patrols, promoting the schedule and patrol plans with all team members.
- Implement monitoring and evaluation, including collection of patrol team reporting templates, health centre and community evaluations used on patrol and stakeholders' feedback.
- Prepare and distribute reports required by the ADI PNG Program Manager.
- Provide logistical support, planning and reporting for the in-service training programs in conjunction with the PNG Program Manager and New Ireland Provincial Health Authority representative.
- Manage allocated program expenditure and financial acquittals for New Ireland projects in liaison with ADI Finance Manager and Program Manager.
- Liaise with major stakeholders in New Ireland to facilitate patrol and in-service planning, development as well as monitoring and evaluation.
- Ensure the efficient operation of ADI in Kavieng, including supervision of NIPG Patrol Coordinator, office, residential accommodation and vehicles.

**Position Criteria**

- Appropriate tertiary qualifications in Public Health, Health Management and/or Nurse Education and/or International Community Development or equivalent experience;
- Demonstrated successful experience (minimum four years post-graduate) in health management, project management and administration, preferably in rural and remote areas;
- High level project management and coordination skills;
- Demonstrated ability in monitoring and evaluation of data and preparing analytical reports;
- Demonstrated accuracy and knowledge of financial accounting and acquittals;
- High level skills in partner and community engagement and liaison;
- Demonstrated ability to organise practical and maintenance tasks;
- Ability to work independently with limited resources in a challenging cross cultural environment;
- Excellent team and communication skills, including staff support and liaison and a passion for improving health outcomes in rural and remote PNG.