

Job Description

Health Manager

- Title:** Health Manager
- Location:** Various Provincial locations in Papua New Guinea
- Duration:** 12-18 months
- 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 Manager provides logistical support for ADI's rural outreach health patrols and healthcare worker training program. Priorities include working with ADI's Sydney based PNG Program Manager to provide support and assistance to ADI in-country volunteer doctors; representation of ADI on essential policies and in-country compliance matters; reporting to ADI Sydney office on project activities; working closely with ADI Finance Manager to ensure in-country financial procedures are followed, and ongoing relationship building with in-country stakeholders including Provincial Governments, Provincial Health Authorities and local healthcare service providers. This role is also responsible for representation of ADI on the ground.
- Reports to:** Program Manager
- Type:** Paid position

Responsibilities:

- Provide ongoing logistical support to ADI patrols in coordination with the local partners
- Work with the local staff in organising patrols, promoting the schedule and patrol plans with all team members – *making it happen*
- Implement monitoring and evaluation, including data collection from patrols and submission into monitoring and evaluation system

- Prepare and distribute reports as required by the ADI Program Manager
- Provide logistical support, planning and reporting for the in-service training programs in conjunction with the PNG Program Manager Provincial Health Authorities/local health partners representative
- Manage and control allocated program expenditure and financial acquittals for projects in liaison with ADI Finance Manager and Program Manager
- Liaise with stakeholders in PNG Province to facilitate patrol and service planning, development as well as monitoring and evaluation
- Ensure the efficient operation of ADI, including supervision of any partner seconded staff, ADI office space, residential accommodation and vehicles (as needed)

Position Criteria

Essential

- Appropriate tertiary qualifications in Public Health, Health Management and/or Nurse Education and/or International Community Development or equivalent experience
- Demonstrated successful experience in health management, project management and administration, preferably in rural and remote areas or in low-resource settings
- Demonstrated accuracy and knowledge of financial accounting and acquittals
- High level of project management, logistics and coordination skills
- High degree of computer literacy with Microsoft Word, Excel and Outlook Express

Preferred

- Current resident of Australia
- Experience in monitoring and evaluation of data and preparing analytical reports
- Comfortable liaising with senior stakeholders/partners in country and representing ADI
- Demonstrated ability to organise practical and maintenance tasks
- Excellent team and communication skills, including staff support and liaison
- Ability to work independently with limited resources in a challenging cross-cultural environment

ADI's commitment to its duty of care is reflected in its [Child Safeguarding Policy](#) and [Child Safeguarding Code of Conduct](#) promoting the protection and safety of children. ADI's policy and code of conduct establishes internal measures to prevent and respond to child abuse and exploitation in its programs and operations across PNG.

ADI is an Equal Opportunity Employer.