

## **POSITION DESCRIPTION**

### **Australian Centre for Disease Preparedness (ACDP)**

#### **AM6072 - Project Coordinator**

**Australian Centre for Disease Preparedness (ACDP)** (formerly known as the Australian Animal Health Laboratory) helps protect Australia's multi-billion-dollar livestock and aquaculture industries, and the general public, from emerging infectious disease threats. It is a high-containment facility designed to allow scientific research into the most dangerous infectious agents in the world.

The ACDP International Program, partners with multiple organisations including government, non-government and specialised agencies across the Asia-Pacific. The LabCap PNG project partners with PNG's National Agriculture and Quarantine Inspection Authority's (NAQIA) to build diagnostic capacity, biorisk management and quality assurance for priority diseases at their National Animal Health and Food Testing Laboratory (NAHFTL).

Reporting to the LabCap PNG Project Manager, this position is responsible to support implementation of an animal health laboratory capacity building project, based in Port Moresby, Papua New Guinea (PNG).

ACDP is inviting **exceptional candidates** to apply for this vital role:

#### **PROJECT COORDINATOR – LABCAP PNG**

##### **Key Responsibilities:**

- Support the Project Manager in delivery of the LabCap PNG project
- Management of day-to-day operations, organising project workshops and activities, coordinating logistics and management of finances
- Build networks across PNG's animal health sector including with key project stakeholders such as NAQIA, NAHFTL and the Australian Government's Departments of Foreign Affairs and Trade (DFAT) and Agriculture, Fisheries and Forestry (DAFF)
- Provide input into the strategic direction of the project and support project management skills at NAQIA.

##### **Expected Competencies**

- A relevant degree or equivalent experience in animal health or general science and or experience in policy advocacy
- Experience in, or passion for aid or development projects and experience in collection and reporting of monitoring and evaluation data
- Demonstrated experience in operational, logistical and/or financial management and implementation of medium-large sized projects
- High level interpersonal and communication skills
- Demonstrated ability to prepare project reports, critique information and build networks with project partners
- Ability to work within a team
- Excellent organisation skills and ability to multi-task
- Skills in either monitoring and evaluation or policy advocacy are considered favorable.

**This position is open to PNG citizens only.**

#### **APPLY NOW**

Please visit our website: <https://vanguard.com.pg/vacancies/>

Complete the application form and follow the website instructions to forward to us including a detailed CV and three current referees.

Alternatively, please call us on (+675) 7500 7500 or email [recruitment@vanguard.com.pg](mailto:recruitment@vanguard.com.pg)

**Applications close COB Friday 20th January 2023**

**Only shortlisted applicants will be contacted**

To apply for this position:

- Download and complete the Application Form from <http://www.vanguard.com.pg>.
- Email the application to [recruitment@vanguard.com.pg](mailto:recruitment@vanguard.com.pg) together with a copy of your CV in MS Word format.

**Note: Do not include copies of any other documents. You will be asked to provide the originals of certificates etc if you are selected for Interview**