

ROLE DESCRIPTION

eHealth Project Co-ordinator

Organization	Beyond Essential Systems
Job Title	eHealth Project Co-Ordinator
Reports To	Project Manager (Palau)
Location	Belau National Hospital, Meyuns Palau
Pay Band	USD \$19,105
How To Apply	Please send the following to: hr@palauhealth.org <ul style="list-style-type: none">• Cover letter• CV/Resume with photo
Deadline for application	Applications must be received by 4:00pm February 15 2023 For any queries on application process, please contact MHHS HR at 488-6647.

Background

Here at Beyond Essential Systems (BES) we make awesome technology and put it to good use in the world. Our aim is to improve decision making in low resource settings by providing meaningful data that results in well informed decisions, and better outcomes for individuals.

Our services and products have impact across health, education, supply chain and disaster management, and we are proud to be able to provide innovative and collaborative solutions, while working closely with local partners in the Asia / Pacific region.

Role Description

The eHealth Project Co-Ordinator provides technical support during the implementation and ongoing use of Tamanu, Tupaia, mSupply and other digital health systems supported by BES in Palau. The successful candidate will be based at the Belau National Hospital, in Meyuns, Palau and may be required to travel within the country to provide training and support to local health staff. Additional periodic travel to other countries, including the BES head office in Melbourne, Australia, may also be required.

The successful applicant will be expected to work according to local conditions, with 40 hours' work each week. Leave and travel entitlements will be included according to local laws. All equipment required, including a laptop computer will be provided.





Key Responsibilities

- Provide training to users in Tamanu and other systems supported by BES
- Gather and document requirements from clinical and other Ministry of Health and Human Services (MHHS) staff for the development of BES systems in Palau
- Project manage the delivery of system upgrades between BES and MHHS
- Assist local staff with implementing new procedures in their workplace
- Be a key liaison officer between BES and the MHHS
- Other responsibilities as reasonably requested by their supervisor

Selection Criteria

1. Degree or equivalent formal qualifications, in areas such as (but not limited to) Public Health, Clinical Health, Computer Science, Finance or Project Management
2. Someone who is confident with an engaging personality that is happy to learn how to train staff and manage stakeholders
3. Demonstrated proficiency in computer systems and Android tablets
4. Demonstrated ability to manage own work and time
5. Demonstrated ability to communicate effectively, develop good professional relationships and contribute to team goals
6. Demonstrated proficiency in Microsoft and Windows based applications, including Word, Excel, PowerPoint and email systems
7. Demonstrated fluency in English and preferably Palauan

Attributes

All BES staff must be ethical, professional, adhere to the organization's values, and are expected to report against misconduct, illegal and inappropriate behavior.

To be successful in this role, you must display the following attributes/skills:

- Strong communication and presentation skills
- Project management capabilities
- Teamwork and negotiation skills
- Self-management and punctuality
- Service orientation
- Clean, tidy appearance
- Resilience, integrity and accountability

