

Research Administration Officer

**\$80,757 - \$94,982 salary package (comprising gross salary \$60,450 - \$72,957,
superannuation & salary packaging benefits)
3 year full time contract**

Menzies Research Administration Officers provide a range of specialist administrative services to enable research including but not limited to: managing the preparation, development and submission of grant and ethics applications; preparation and formatting of research manuscripts for publication; and tracking and reporting research activity.

The successful applicant will have strong administration experience with a high level of attention to detail and advanced computer skills using the Microsoft Office Suite. This position also requires high level interpersonal and organisational skills and demonstrated ability to work as part of a team or independently, managing competing priorities and liaising effectively with internal and external stakeholders.

Contact: Jacquie Hatt on 08 8922 7833 or jacquie.hatt@menzies.edu.au

Closing Date: 29th June 2012

Clinical Trial Coordinator

“Surgery for the Treatment of Otitis Media in Indigenous Children”

**\$88,082 - \$108,836 salary package
(comprising gross salary \$66,704 - \$85,043, superannuation & salary packaging benefits)
Full Time contract until 31st July 2015**

This is an exciting opportunity for someone interested in being involved in NHMRC clinical trials that aims to improve the hearing health of Indigenous children. The position requires Nursing qualification and registration with the relevant Board of the Health Professionals Licensing Authority. The position will also require frequent travel to remote communities in NT & Kimberley, WA. The successful applicant will be required to hold a current Australian driver's license and Working with Children Ochre Card.

Contact: Sheila Matthews on 0410 420 840 or sheila.matthews@unimelb.edu.au

Closing Date: 25th June 2012

Menzies is a Health Promotion Charity (HPC). HPC salary packaging arrangements can significantly increase your effective salary. Menzies also provides generous superannuation benefits, 6 weeks annual leave, and flexible working arrangements.

For information on how to apply for this position and to obtain the Position Description and Selection Criteria please visit www.menzies.edu.au or phone 08 8943 5052 / 5081.

discovery for a healthy tomorrow