Burnet Institute Myanmar

A guide for applicants applying for Australian Awards Fellowship 2013/14

This brief guide is to assist civil society leaders working in a public health setting to apply for an Australian Awards Fellowship.

The three week program is anticipated to be delivered in Melbourne, Australia around June/July 2014 (date to be confirmed). The program will provide senior leadership skill development, organisational knowledge development and examine the role of advocacy in influencing policy development and change.

Participants will be addressed by speakers from a range of public health settings, with expertise in leadership and organisational development. A range of Australian public health organisations will be invited to present case studies throughout the program and showcase their services. The program aims to be interactive, encourage discussion and Fellows will be expected to share their workplace experiences and challenges.

A brief overview of some of the program sessions:

- Leadership styles – qualities and values, contemporary styles, communication, sustainable leadership habits, building workplace culture, succession planning
- Strategic and business planning – development, implementation, monitoring, reporting and employee engagement
- Critical leadership key performance indicators to meet objectives
- Developing an effective workforce – effective communication, workplace policy & procedures, people performance, performance management systems, recruitment, workforce planning
- Cultural differences and cultural diversity in the workplace
- Marketing and communication – marketing plans, strategies including social media
- Managing risk – models of risk management, documentation and communication
- Innovation and continuous improvement – establishing a culture of learning and creativity in the workplace.
- Fundraising – strategies and innovation
- Budget management and financial planning – fundamental principals
- Managing organisational change – models of change management, consequences and strategies
- Advocacy and policy development – process, the importance of evidence-base (research, monitoring and evaluation) and advocacy approaches in influencing decision makers in democratic government structures to influence policy development.

The program will also include a 3 day workplace placement to support participants to develop an indepth understanding of a range of public health non-government organisations in Australia.

Overall, by supporting CSO leaders, the program aims to improve public health outcomes by strengthening the organisational capacity of CSOs in Myanmar.
Application process

If you are currently working in a leadership position or have potential to assume leadership roles that can influence policy reform and development outcomes in public health – apply now!

Requirements of prospective Fellows:

- Complete the CV template providing a clear response to each question. Of particular importance is question 11 – ‘Return to work plan’. For your application to be considered, comprehensive detail is required stating what learning, skills and knowledge you will gain from this Fellowship Program and how these new learnings, skills and knowledge will be implemented on return to work in Myanmar. Attach an additional page to provide a detailed response. It is suggested you review the program sessions on the first page and consider how these will assist your learning, development of new skills and what knowledge you will be able to bring back to enhance your organisations development and response to public health issues in Myanmar.

- Obtain a one page letter of support from your organisation, signed by a senior leader/representative. Templates are not acceptable and an individual letter must be provided for each candidate. The letter of endorsement is to be addressed to Dr Phone Myint Win, Burnet Institute Myanmar and should clearly indicate the leadership role of the candidate, how it is anticipated the program will benefit the individual and the civil society organisation. Finally, the letter of support needs to clearly indicate how the candidate is in a position to influence policy reform and development outcomes as a result of their learnings.

Key dates:

- 30 August – Applications close. CV and organisational letter of support must be received at Burnet Institute Myanmar by close of business.
- 9 – 20 September – Applicants will be invited to interview.
- End September – Applicants will be notified on the outcome of their application.
- November – Burnett Institute submits final application for an Australian Awards Fellowship Program including participant CV’s and organisational support letters.
- Around March 2014 – applicants will be notified of Fellowship award outcome.
- June/July 2014 – program delivery in Melbourne, Australia.

For further information regarding the application process and copies of the CV template, please contact Tin Tin Mar at tintinmar@burnetmyanmar.org or Dr Hla Htay at hlahtay@burnetmyanmar.org or call Burnett Institute Myanmar on 09 1 375 763.

We look forward to receiving your application.

CLOSING DATE: 30 August 2013