

ROLE PURPOSE



Role Title: Project Coordinator

Division: Global Program

Location: Yangon,
Myanmar

Date: March 2024

Employment type: Full time
Fixed-term contract with flexible
work arrangement

Reports to: Cluster Director –
Bangladesh, Myanmar &
Nepal

**Number of direct
reports:** 0

Leadership Band:
Leads self.

Purpose of the role:

The **Project Coordinator** is accountable for coordinating and implementing eye care projects, working with implementing partners in Myanmar for the strategic planning, design, and operational delivery of the FHF Myanmar programs that are aligned to The Foundation's strategic framework.

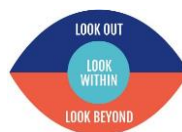
The project coordinator will own the outcomes of:

1. Lead the project implementation with a priority ensuring equitable access to quality eye care services for underserved and at-risk populations in alignment with FHF strategies.
2. Proactively anticipate risks and timely propose solutions to contribute to the project goals and outcomes achieved under approved timeframe, project design documents and budgets.
3. Identify and discuss with line managers the capacity gaps of the partners to provide appropriate capacity building that enables the partners to plan and execute the projects effectively.
4. Assist with the project proposal, budgeting, reporting, and variations process.
5. Assist and support country strategic planning and project implementation in accordance with the country strategy.
6. Contribute to effective project implementation through regular high-quality planning, implementation, monitoring, reporting, and evaluations.
7. Coordinate project financial and operational matters.
8. Manage relationships with project stakeholders and discuss ideas and thoughts with the line manager to advocate and strengthen the quality and impact of eye care services and the health system in the country.
9. Foster ownership and accountability of the partners that bring about punctual and quality submission of annual budget and plans periodic financial and progress reports.
10. Demonstrate an outstanding ability to collect and share reliable qualitative and quantitative data through regular field visits, document lessons learned for improvement, and write case stories.
11. Work with the Foundation technical teams and country support network (CSN) to ensure effective implementation and apply for cross-learning, as well as evidence (qualitative and quantitative) that guides the subsequent phases of the project.
12. Contribute to improving teamwork and achieving the core values of The Foundation.
13. Strengthen networking with government agencies and INGOs on eye care to influence better policies on eye care.
14. Carry out other tasks as requested by the line manager and the country office where appropriate.

Our Capabilities:

As a member of The Foundation Family, you will:

1. Live by the values of The Foundation and support The Foundation's culture, performance, and brand.
2. Adhere to all The Foundation's policies and procedures.
3. Strengthen the health, safety, and well-being of all/look out for the well-being.
4. Lead, collaborate and contribute in all interactions.



Essential Experience:

- Strong experience in project design, management, budget development, and expenditure management and monitoring and reporting.
- Experience in the implementation of health projects and required outcomes.
- Proven ability to influence and work collaboratively with partners/stakeholders.
- Managing outcomes through partners and relationships with key stakeholders.
- Experience in working with INGOs and or NGOs.

Skills:

- Project management skills and ability to manage and juggle several projects concurrently.
- Experience with a mix of practical technical skills necessary for strengthening the quality of eye care services and health system at the grassroots, provincial and national levels.
- Demonstrated capacity to build and maintain productive working relationships with a wide network of partners and stakeholders.
- Strong oral and written communication skills in English.
- Proficiency in the use of computer programs.

Desirable Experience:

- Worked in non-profit or in eye health or public health or community development or related fields.
- Proven ability to influence and work with partners and stakeholders.

- Excellent interpersonal and stakeholder engagement skills.
- Aptitude to work independently and in a team environment.

Qualifications:

Bachelor's or master's degrees in a relevant field (Medicine, Public Health, Social Science, Development or related field)

Travel:

Domestic (frequently),
Or International (when required)

This role purpose defines the broad accountabilities of the positions, which may change based on organisational need. Please refer to the divisional, team and individual work plans for more specific details.

The position involves:

This position is recognised as having "Contact with Children" either direct or indirect. This position involves "Working with children," either directly or indirectly. This position involves working with beneficiaries, donors, and/or partners.

Additional Responsibility:

Ensure that the work for which they are responsible is carried out in ways, which safeguard the health and safety of workers.

To work in The Foundation, you will:

- Be eligible to work where you will be based.
- Undergo background checks including criminal records and qualifications check.
- Undergo working with children check for positions that are identified as working with children.