JOB DESCRIPTION

The Fred Hollows Foundation

Role Information			
Job Title	Program Manager	**Division / Location**	International Programs – Vietnam Da Nang
Date	June 2017	**Career Band**	Manager
Employment Type	Full time permanent	**Role balance guide**	**People:** 40% **Operations:** 30% **Technical:** 30%
Name	Vacant		
Role summary	The Program Manager is accountable for ensuring the successful development, coordination, management and implementation of the Fred Hollows Foundation supported programs in Vietnam in line with the FHF Country Strategy. Key areas of accountability include: • Program Cycle Management • Budgeting and Financial Management • Resource Management • Advocacy and partnerships • Leadership and management • Team contribution • Values and Behaviour • Health, Safety and Wellbeing • Child Protection • Other		
Reporting & Requirements	• **Reports to:** Senior Program Manager • **Member of:** Programs and FHF Vietnam • **Required to:** Travel as required		
Role Relationships	**Relationship with Manager** • Manager assigns tasks and is accountable for performance and development	**Works with these roles** • All FHF Vietnam staff • FHF Regional Staff • Service Providers (Partners) • Local partners and Government Agencies • Stakeholders (other INGOs) • NGO councils in respective countries	

Core accountabilities
Program Cycle Management • Develop concept briefs, project implementation plans, procurement plans and a pipeline of future projects in line with the Foundation's strategy • Directly manage and oversee project implementation and the resolution of technical/implementation problems to a high level standard to achieve the desired outcomes described in the project design document, and annual and strategic plans. • Ensure accurate input of program information into PRISM

- Conduct regular research and monitoring and evaluation activities, share and apply the learnings into ongoing and future programming
  work
- Prepare the output and narrative reports as per the Foundation, donor and government requirements and share with relevant people

Budgeting and Financial Management

- Develop budgets as per the Foundation's rules and regulations
- Execute the approved budgets as per the rules and regulations of the Foundation and in compliance with the local laws
- Submit the financial report as per the Foundation's and donor's requirements
- Comply with all the relevant local laws and financial management requirements of the Foundation

Advocacy and Partnerships

- Maintain an ongoing relationship with key partners and project stakeholders - especially program implementing partners, governments and government agencies, and community leaders in project locations.
- Raise the profile of preventable blindness as a health issue and build support for FHF's programs and the Vision 2020 agenda.
- Work closely with the Senior Program Manager /Country Manager, Research and Evaluations specialist and the International Programs team in Sydney to design and implement monitoring and evaluation tools which collect quality data.
- Supporting and coordinating partners to ensure all activities are delivered according to budgets and plans.

Leadership & Management

- Role Model to a high standard The Foundation's policies and procedures, values and leadership standards
- Proactively contribute to the development of the Country strategy
- Ensure all direct reports have clear performance goals and development plans which enable them to succeed
- Proactively lead the project team, to ensure a high standard of employee engagement and the achievement of project outcomes

Team Contribution

- Constructively contribute and collaborate with all colleagues
- Delivery high quality work that supports our global operating environment
- Demonstrate compliance with all legislation and The Foundation's policies and procedures

Values and Behaviour

- Promote and role model appropriate behaviour to support The Foundation's culture, performance and brand
- Actively support The Foundations commitment to the principles of diversity, inclusion and EEO
- Actively demonstrate the organisational values:
  Integrity: We stand up for what is right
  Collaboration: We are stronger together
  Empowerment: We make a difference
  Action: We focus on results

Health, Safety & Wellbeing

- Adhere to all health and safety policies and procedures of The Foundation and take all reasonable care that your actions or omissions do not impact on the health and safety of others in The Foundation.
- Identify, assess, prioritise and control risks arising from the operation of the division in relation to the impact on the health and safety of all staff, contractors and visitors
- Ensure that a system of work is safe and without risk to health is developed, documented and followed by workers and others through appropriate training, supervision and monitoring
- Ensure that the work for which they are responsible is carried out in ways, which safeguard the health and safety of workers or others in their charge including contractors whom they engage

Child Protection

- This position does involve “working with Children”

Other

- Others tasks as requested by Senior Program Manager

Person Specification		
	Essential	**Desirable**
Qualifications, Experience and Knowledge	**Qualifications** • Bachelor International Development, public health or other relevant tertiary study. **Experience** • More than 5 years’ experience in the NGO sector managing complex programs in public health or development; with exposure to eye health programming. • Excellent project management skills, including working with partners and stakeholders for implementing, monitoring and evaluation. **Knowledge** • Good knowledge of the context of Vietnam’s education and health system. • Clear understanding of the political, economic, social and environmental issues and trends.	**Qualifications** • Masters degree in Public Health, International development, Economics or another related field **Experience** • Proven experience and ability in the development of new project designs and proposals • Work experience school health program and ministry level **Knowledge** • Knowledge of international development and blindness prevention program
Skills and Attributes	**Skills** • Excellent communication skills, including fluency in written and spoken English and Vietnamese. In particular, must have a strong level of written English for preparing project reports. • Excellent interpersonal skills with the ability to manage a wide variety of relationships utilising collaborative consultation, communication and negotiation skills • Strong skills in coaching and providing feedback Conceptual, analytical and problem solving skills • Confident presentation and public speaking skills **Attributes** • Strong conceptual and analytical skills to be able to develop new initiatives, identify critical issues, build capacity and standardize processes • Supportive and encouraging management style, with demonstrated track record managing the performance and development of a small team of staff. • Demonstrated capacity to work effectively in cross-cultural / mixed language environments.	
Other	• Eligibility to work in Vietnam • Preparedness to undergo background checks including Criminal records check and qualifications check • Preparedness to undergo an additional working with children check for positions which have been identified as having access to Children • Willing and able to travel regularly to project sites in various districts/ regions across Vietnam.	

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