

ROLE PURPOSE: Project Coordinator-AcceleraTE



Our Vision

We see a world in which no person is needlessly or visually impaired.



Our Purpose

We are determined to deliver Fred Hollows' vision of preventing blindness and restoring sight.

We work around the world so that no one is left behind, and in Australia we work tirelessly to ensure that Aboriginal and Torres Strait Islander people can always exercise their right to sight and good health.

Our priority is to work with communities to improve their own eye health. We do this through life-changing surgeries and treatments, training doctors and health workers, generating new ideas, and pushing for change at all levels – from local to global.

At The Fred Hollows Foundation we offer a career where your talent and energy will help many see tomorrow.

How we value your contribution:

Remuneration package

We aim to provide an overall remuneration package that is attractive and fair. Our global remuneration framework ensures we align to local pay, employment conditions and laws, and we benchmark against the local market to ensure we offer competitive employment conditions that are appropriate to our sector.

13th month payment

As a permanent employee, you will receive a payment equivalent to one month's salary each year (pro-rata for those working part of the year).

Leave

You will have access to annual leave each year (pro-rated for part-time employees) in line with local regulations. You will also have access to other leave such as personal (sick or carers') leave, maternity leave, paternity leave and compassionate leave.

Performance & development

Our performance and development framework enables you to work closely with your manager to plan, manage, and review your performance throughout the year. This approach also enables you to discuss development opportunities and areas for growth.

Learning & development

Our approach to learning and development will enable you to have the information, skills and knowledge needed to do your job. We build the capacity of our people and support you with on-the-job experience, coaching and formal learning.

Leadership

Leadership is a key priority for us. We have customized leadership programs for leaders at all levels that are focused on supporting our people to be inspired, empowered and to make an impact in their work so that together we can achieve our vision.

Study support

We are proud that so many of our people are tertiary educated and we are committed to supporting tertiary education that is relevant to your work through our global study assistance program. Relevant applications for study support are considered annually, providing financial assistance and study days.

Recognition

Our recognition program has been designed to recognize and acknowledge our people who live our values of Integrity, Collaboration, Empowerment and Action, in everyday activities. We recognize our people in three ways: Peer-to-peer, manager recognition, as well as length of service.

Flexible work arrangement

You will have access to flexible work arrangements. We encourage a spirit of mutual flexibility, enabling discussions between you and your manager about maintaining work-life balance.

Health & safety

We are committed to supporting your health, safety and wellbeing. If required, you and your family will have access to free external, professional and confidential counselling assistance if you need help with personal, family or employment related matters.

To work in the Foundation you will:

- Be eligible to work in Australia and other regions where you will be based
- Undergo background check including criminal records and qualifications check
- Undergo working with children check for positions which are identified as working with children.



Role purpose defines the broad accountabilities of the positions, which may change based on organisational need.

Please refer to divisional, team and individual work plans for more specific details

ROLE PURPOSE

Role Title:	Division:	Location:	Date:
Project Coordinator, AcceleraTE	Programs	Ethiopia	October 2019
Employment type:	Reports to:	Number of direct reports:	Leadership Band:
Full time Fixed Term	Program Manager-TT Surgery	None	Leads self

Purpose of the role:

The **Project Coordinator, AcceleraTE** oversees the planning, co-ordination, implementation, monitoring and evaluation of Accelerate TT surgery project in West Hararghe of The Fred Hollows Foundation Trachomatous Trichiasis (TT) Surgery Project. The Project coordinator is responsible for overall Accelerate TT surgery project implementation. Specifically, responsible for effective planning, execution, organization, and follow-up of the TT Surgery Project to contribute to the elimination of blinding trachoma and strengthen the health system in West Hararghe, Oromia region.

Through close collaboration with West Hararghe Zonal Program Advisor, West Hararghe Health Office NTD team, and Woreda Health Office team, identify project intervention areas and strategies and bring to the attention of the Program Manager, TT Surgery and West Hararghe Health Office NTD team. Ensure that all Accelerate TT surgery project is running as per the required schedule with maximum output and quality benchmarks using the available resources. Play a role in visualizing the Foundation's effort in Trachoma elimination to partners at region, zone and woreda levels.

Key Responsibilities:

Project Management:

- Coordinates stakeholders and play an active role in the development of annual operational plans and quarter action plans of TT surgery of the Zone by Weredas. He/She is also responsible to lead the scheduling and sequencing of the planned activities in consultation with partners.
- Play a coordination role towards the elimination of TT by engaging all partners working at Zonal and Wereda levels to ensure the project is contributing to the trachoma elimination interventions. It is the role of the coordinator to lead the TT surgery service provision maintained to reach the elimination targets using static, routine outreach and enhanced outreach approaches in the Zone.
- Provide programmatic and technical guidance and direction to TT Surgery team that include Zonal Program Advisor, Zonal Finance Officer, TT Surgeons (IECWS), as well as the government health sector focal points.
- Prepare innovative concepts and provide detail documents on existing challenges with resolutions focusing to improvement of overall TT surgery intervention in the zone.
- Identify project risks wherever they exist and manage them as agreed.
- Lead and facilitate timely submission of monthly, quarterly, annual and any other reports of projects to the ORHB, FHFE national team and the donor.

Quality Assurance:

- Work closely with the country office TT surgery program and M&E team to implement the use of Monitoring, Evaluation & Learning (MEL) systems and processes that measure and demonstrate programs' performance & strategic impact and promote evidence-based decision-making.
- Ensure the program quality through surgical quality audit, joint supportive supervision and data verification approaches in consultation with the quality supervisor to ensure the program quality assurance.
- Support capacity building of partner staff in collaboration with TT Surgery program team on use of monitoring, evaluation, reporting and learning systems/tools.
- Contribute to the development of quality assurance and monitoring and evaluation mechanisms, including baseline data, aimed at improving the quality and quantity of the service delivery of trachoma elimination projects in Oromia.
- Accountable for development and submission of timely high quality and analytical progress reports (narrative and financial) of the project.
- Maintain updated / analyzed project data for sharing and learning
- Document and share innovation, best practices and/or case studies that demonstrate progress towards achieving project objectives through formal reports and relevant formal and/or informal platforms.

Partnership, Advocacy and Representation

- Aiming at getting support for productive project management, the coordinator will establish strong relationship with key partners and stakeholders to eliminate blinding trachoma from the West Harerge Zone. The key partners include the West Hararghe ZHO, WoHOs, IECWs, PHCUs, and ZoFECO.
- Conduct advocacy, including raising trachoma as a public health issue and build support for FHF's trachoma elimination programs
 - Work with partner organizations to identify issues that require advocacy interventions and facilitate necessary linkages/networks to support trachoma elimination programs
 - Support partner organizations to identify issues that require advocacy interventions and facilitate linkages and networks

Financial and Resource Management

- Prepare annual financial budgets per Wereda and monitor expenditure against these, advising the TT surgery manager on the financial trends of trachoma elimination initiative in the zone
- Work with the TT surgery Program Manager, ZPA, ZFO and grant coordinator to ensure proper accountability for donor funds
- Ensure that partners submit timely monthly/or and quarterly financial returns and financial forecasts.
- Ensure financial output is in line with the program delivery and justify if any deviation from the expected level.

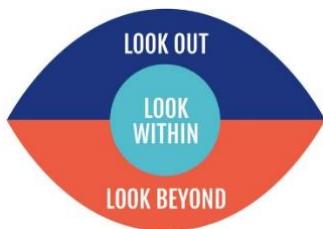
Compliance and Reporting

- In coordination with the Zonal Program Advisor, provides leadership, coordination and guidance to Woreda Health Offices and Zonal NTD team for the timely development of annual work plans and reports (quarterly, annual) ensuring high quality and in conformity to organizational and donor requirements.
- Work closely with Zonal Program Finance Officer to ensure FHFE follows the donor compliances while managing the Accelerate project.

Team Contribution

- Ensure effective communication and conflict resolution mechanisms that promotes teamwork performance
- Constructively contribute and collaborate with all colleagues, while strengthening intra and Inter departmental collaboration for efficiency

Our Capabilities:



As a member of the Foundation Family you will:

1. Constructively contribute and collaborate with all colleagues
2. Demonstrable levels of technical support to both FHFE staff and partners
3. Demonstrate compliance with all legislation and The Foundation's policies and procedures

Essential Experience:

- Minimum of 3 years working experience preferably with reputable NGOs.
- Experience of coordinating people, resources and approaches particularly on trachoma intervention.
- Knowledge of program design, program management, budget development and monitoring of Trachoma programs.
- Knowledge of Resource mobilization and management.
- Experience of working in trachoma intervention, particularly implementation of the TT surgery.
- Knowledge of recent national health policy issues
- Proven ability to deal with various regional and zonal stakeholders.

Desirable Experience:

- Knowledge of Eye health project in general and TT Surgery project in particular

Skills:

- Strong communication skills including fluency in written and spoken English and the ability to write effectively for varied purposes and audiences; and ability to communicate in local language
- Strong conceptual and analytical skills to be able to develop new initiatives, identify critical issues, build capacity and standardize processes.
- Strong computer skills specifically project management software and Microsoft Office.
- Advocacy and partnership development skills.
- Financial Management skills especially development & management of budgets and budget reports.
- Excellent problem-solving skills demonstrates resilience and initiative when faced with challenges.
- Mentoring, coaching and capacity building skills.
- Ability to motivate highly skilled professionals within the team and maintain a clear sense of priorities.
- Outstanding Organisational and time management skills
- High sense of integrity, ethics and confidentiality;
- Ability to support the development of skills and capacity including training initiatives;
- Ability to work independently, take initiative, set priorities and support programs.

Qualifications:

Master's Degree in relevant field (Public Health, Ophthalmology, Social sciences or related fields) from a recognized institution

The position involves:

This position is recognised as having "Contact with Children" either direct or indirect

Travel: International/Domestic

Additional Responsibility: As assigned by the Supervisors