

## ROLE PURPOSE: (Project Coordinator)



### 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.

#### 13<sup>th</sup> 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:** Project Coordinator

**Division:** International Programs

**Location:** Da Nang, Viet Nam

**Date:** 9 April 2019

**Employment type:** Fixed-term contract

**Reports to:** Project Manager

**Number of direct reports:** NA

**Leadership Band:** Leads self

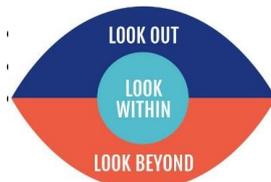
## Purpose of the role:

The **Project Coordinator** is accountable for the coordination and implementation of various approved Project activities, working with partners in Viet Nam to ensure timely and efficient high quality deliverables in line with agreed project design that are aligned to The Foundation's strategic framework.

The **Project Coordinator** will own the outcomes of:

1. Support the implementation of approved Projects in accordance with agreed Project Implementation Plans, work plans and annual budgets.
2. Support the Project Manager in ensuring that program activities are timely planned, implemented, monitored and reported through submission of timely quality quarterly reports. Advise on any developments that might necessitate deviation from planned activities and ensure that the Project Manager and relevant team members are made aware of relevant meetings, forums etc. taking place in the counties.
3. Identify and build partners' capacity, and support partners with timely mobilization of goods and services to initiate and complete activities.
4. Work with the Project Manager, Program technical team to strengthen the quality and health systems initiatives in the County.
5. Support Partners prepare annual financial budgets, plan and monitor monthly/quarterly expenditure against budgets and ensure submission of timely monthly & quarterly financial returns; and utilize project assets as per The Fred Hollows Foundation's policy.
6. Support the Project Manager in organizing and monitoring The Fred Hollows Foundation Viet Nam (FHFVN) and other joint engagements with the County team. Ensure branding per FHF guidelines.
7. Other tasks as requested by your manager

## 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:

- Application of project design, project management, budget development and monitoring.
- Support and coordination of successful eye health projects and development of effective & efficient implementation systems.
- Proven ability to influence and work with partners/stakeholders.
- Work independently and in a team environment.

## Desirable Experience:

- Experience in community based health programming.
- Experience in working with community based organisations.
- Previous hands-on experience in project implementation and working through partners

## Skills:

- Project management skills and ability to meet deadlines and juggle several projects at the same time.
- Excellent communication skills, including fluency in written and spoken English, excellent report writing and documentation skills.
- Excellent knowledge and capability utilising Microsoft Office software, internet tools and e-mail.
- Outstanding organisational skills, and a demonstrated ability to meet diverse and conflicting deadlines

## Qualifications:

Bachelor's Degree in relevant field (Social sciences/Public

## The position involves:

This position is recognised as having "Contact with Children" either direct or indirect  
This position does involve "Working with Children" either direct or indirect.

health/Community  
Development).

**Travel:**  
Project locations

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