### Role Purpose

**Role Title:** Country Programs Manager – Timor Leste and The Pacific  
**Division:** Programs  
**Location:** Melbourne/or where appropriate  
**Date:** February 2024  
**Employment type:** Full time, Permanent  
**Reports to:** Vietnam Cluster Director  
**Number of direct reports:** 1-2 (+1 long-term contractors)  
**Leadership Band:** Leads others

#### Purpose of the role:

The **Country Program Manager - Timor-Leste and The Pacific (CPM)** is accountable for remotely managing The Foundation’s projects across Timor-Leste and the Pacific (including PNG), including key partner and stakeholder relationships. The CPM will build partner capacity and work with technical and operational support teams to ensure that all requirements (support on compliance, project design quality, etc.) are met. The CPM is accountable for the strategic planning, design and operational delivery of TL/Pacific programs that are aligned with The Foundation’s strategic framework.

In 2024, the Pacific program will include projects in the following countries: Solomon Islands, Vanuatu, Fiji, Kiribati, Samoa, and Tonga.

The **Country Programs Manager - Timor Leste and The Pacific** will own the outcomes of:

1. **Program Management (Planning, Implementation, Monitoring and Evaluation)**
   - Ensure effective coordination of the programme implementation among implementing partners and with government ministries and administrations.
   - Ensure sustainability of the programme intervention by promoting leadership and ownership of the programme implementation by the Government and through capacity development.
   - Ensure the timeliness and quality of the outputs and timely preparation of reports on achievements and challenges faced within the projects.
   - Ensure delivery of resources and results according to planned targets.
   - Manage day-to-day program implementation, including adherence to policy, process, funding parameters, reporting and contracting/implementing partner relationships.

2. **Provide strategic and operation leadership to TL/Pacific Programs Team**
   - Lead TL/Pacific team to ensure engagement through clearly set expectations, constructive feedback, capacity development and support.
   - Provide management support to the program coordinator and the consultants as described in the consultants’ contracts.

3. **Stakeholder management**
   - Establish and maintain partnerships with all regional stakeholders, noting its complex working environment. The key stakeholders include, but are not limited to, FHFNZ, governments, UN agencies, NGOs, CBOs, and donors.

4. **Advocacy, Partnership and Resource Mobilisation**
   - Establish and maintain partnerships with countries’ partners such as RACS, MOHs and other eye health related agencies, NGOs, CBOs.
   - Manage communications requests and submissions as needed.
   - Manage donor relationships in TL/Pacific programs and complete accurate donor reports, ensuring positive ongoing communication, engagement, and results delivery.

5. **Compliance across all TL/Pacific Programs and Projects**
   - Ensure programs and team are compliant with FHF requirements.
   - Ensure programs are compliant with donors’ requirements.

6. **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 to all interactions.

### Essential Experience:

- Extensive professional experience in international development/public health project implementation, management, or new business development.
- Strong experience (minimum 10 years) coordinating and implementing programs within the international development sector, including project design, monitoring and evaluation, preparing high-quality reports for a range of audiences (e.g., donor bodies), and proposal writing.
**Skills:**
- Strong project management skills across the full project cycle, including program development, implementation, and evaluation.
- Strong collaborative skills, with the ability to support and influence multiple stakeholders and effectively engage with people across the organisation.
- Good problem-solving skills, demonstrates resilience and initiative when faced with challenges.
- Outstanding interpersonal, facilitation and presentation skills
- Commitment to and a strong capacity for working through collaboration and partnerships – must have superior relationship management skills.
- Excellent communication skills, including fluency in written and spoken English and the ability to write effectively for varied purposes and audiences, including program design documents, donor proposals and reports
- Demonstrated capacity to work effectively in cross-cultural / mixed language environments.
- Strong computer skills

**Desirable Experience:**
- Knowledge of the health and eye health sector is highly desirable.
- Experience in the Oceania region would be an asset.

**Qualifications:**
Degree in Public Health, International Development, or related field from reputable academic institution

**Travel:**
International and Domestic, to the Pacific quite often

**The position involves:**
This position is recognised as having “Contact with Children” either direct or indirect
This position does not involve “Working with Children” either direct or indirect.

**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 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 that are identified as working with children