

ROLE PURPOSE

Role Title: Program Development Advisor - Equity and Inclusion

Division: Programs

Location: Global

Date: July 2023

Employment type: Full time, Permanent with flexible work arrangement

Reports to: Senior Equity and Inclusion Advisor

Number of direct reports: 0

Leadership Band: Leads Self

Purpose of the role:

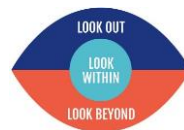
The Program Development Advisor - Equity and Inclusion supports the development of innovative and best-practice projects that are aligned with The Foundation's mission and strategic plan, the context-specific needs in-country, and the goals of partner institutions. Provide technical support to country teams to develop, plan and monitor their projects for current and future programming, via in-country or remote support.

The Program Development Advisor **will own the outcomes of:**

1. Provide and coordinate technical support (including equity and inclusion) to country strategy, program development and budgeting processes in ways that actively build the capacity of country teams to develop high quality strategies and programs (including the facilitation of reviews and approvals and coordination with key global office and country support network stakeholders).
2. Work closely with Strategic Initiatives and Public Affairs teams in the design of new institutional and donor funded projects to ensure GEDSI considerations are well embedded in project proposals.
3. Work closely with the Medical, Research and MERL teams to ensure key principles and practices of development effectiveness, research and innovation are embedded into program development, management and review process with a view to continuous learning and quality improvement and respond to requests from country teams to resolve any technical issues in project implementation.
4. Provide technical input into the development of policies, strategies, guidelines, procedures and tools as well as technical position papers to strengthen the quality of programming across The Foundation.
5. Remain current on the latest sector trends, policies and innovations in health and development (including equity and inclusion) that align with the organisation's current and expanding core and global business and work with other technical advisors across The Foundation to support learning, collaboration and knowledge sharing with internal and external stakeholders.
6. Provide leadership, where appropriate, to ensure that working groups established for specific projects (which may include representatives from multiple teams, divisions, and locations) work collaboratively and effectively.
7. Represent The Foundation at the global level, where appropriate, raising The Foundations profile with donors and organisations through engagement in external coordination mechanisms, reference groups, consultations, conferences and global meetings.
8. 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:

- Minimum 5 years' experience in project design and implementation.
- Experience in public health or international development.
- Experience in project coordination, including planning, data management, budget management and monitoring and evaluation.
- Experience in resource mobilisation, including supporting the delivery of donor funded projects in the international development sector.
- Experience in mainstreaming GEDSI within international development programming.

Skills:

- Strong collaborative skills, with the ability to support and influence multiple stakeholders and effectively engage people across the organisation.
- Outstanding interpersonal, facilitation, negotiation and presentation skills.
- Advanced written communication skills, with the ability to write effectively for varied purposes and audiences;

Desirable Experience:

- Knowledge of broader eye health and vision impairment.

including program designs, donor proposals, reports and publications.

- An energetic self-starter with the ability to work in a fast paced environment.
- Ability to manage own work load and work independently.
- Ability to adapt as required to work effectively within an evolving and expanding organisation.
- Equity and Inclusion Analysis and planning within international development programs.
- Ability to be flexible in the face of changing priorities and maintain a sense of humour.

Qualifications:

Degree in related field (Public Health, International Development)

Travel:

Domestic and International

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.

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 or 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