

# ROLE PURPOSE: Country Program Manager - Nepal



## Our Vision

We see a world in which no person is needlessly blind or vision 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.

### Equal Opportunity, Anti-Discrimination and Reasonable Accommodation for Persons with a Disability

We provide equal opportunity in employment to people without discrimination based on personal characteristics, which includes: age, breastfeeding, disability, employment activity, gender identity, marital status, physical features, pregnancy, race etc. Reasonable accommodation can be made to allow persons with disabilities to work safely and productively.

### 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:** Country Program Manager

**Division:** Programs

**Location:** Kathmandu, Nepal

**Date:** December 2021

**Employment type:** Fixed term, Full time

**Reports to:** Cluster Lead, Bangladesh

**Number of direct reports:** 0

**Leadership Band:** Leads Others

## Purpose of the role:

The **Country Program Manager Nepal** is accountable for providing strategic and operational leadership on projects in Nepal, and to manage The Foundation's partnership with the Tilganga Institute of Ophthalmology (TIO). The Country Program Manager will lead on the implementation of the Nepal Country Plan, build partner capacity, and work with the Country Support Network to ensure that all Foundation requirements are being adhered to (support on compliance, etc). The TIO Roundtable (of which the CPM will be an active member) will continue to manage and make decisions on the strategic nature of the relationship between FHF and TIO, however the CPM will play an important advisory role on this body.

The Country Program Manager Nepal will report directly to the Cluster Lead, Bangladesh.

The **Country Program Manager Nepal** will own the outcomes of overall project management and coordination in Nepal:

### 1, Program Management (Planning, Implementation, Monitoring and Evaluation) of programming in Nepal

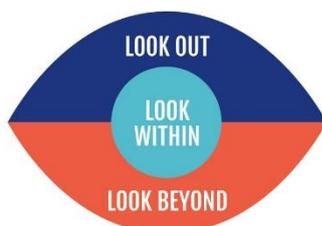
- Provide effective coordination of project implementation alongside TIO
- Ensure sustainability of projects by promoting leadership and ownership of implementation by TIO and through partner capacity building.
- Oversee delivery of quality outputs as well as timely preparation of reports on project achievements and challenges
- Oversee delivery of resources and results according to planned targets
- Ensure project development, M&E, medical and technical support for Nepal programming, and that best practice is being followed
- Develop new project/s in line with the Country Strategy and in consultation with the Program Development team
- Ensure all required project evaluation are carried out
- Act as the Foundation's contact point for queries around TIO program portfolio and delivery.

### 2, Partnership and Strategic support to TIO

- Strengthen partnership with TIO at the programming level and support relationships with other stakeholders
- Member of TIO roundtable – providing and advocating for program level relationships, needs and outcomes
- Ensure all requirements under the General Agreement and Project Agreements with the Social Welfare Council (Govt of Nepal) are met
- Share examples of good practice and case studies from Nepal with the wider organization.
- Manage communications requests and donor submissions and reports as needed.

### 3, Other tasks as requested by your manager.

## Our Capabilities:



## As a member of The Foundation Family you will:

- Live by the values of The Foundation and support The Foundation's culture, performance and brand.
- Adhere to all The Foundation's policies and procedures.
- Strengthen the health, safety and well-being of all/look out for the well-being.
- Lead, collaborate and contribute in all interactions.

## Essential Experience:

- Extensive professional experience in international development/ public health project implementation, management or new business development.
- Strong experience leading and implementing programs in Nepal, including project design, monitoring and evaluation, preparing high quality reports for a range of audiences (e.g. donor bodies), and proposal writing
- Experience leading the implementation of projects and ensuring targets are met
- Demonstrated ability to maintain positive relations with external stakeholders, donors and partners.
- Experience working with large and dispersed teams and working in a global and virtual operating environment.

**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 organization
- Good problem-solving skills, demonstrates resilience and initiative when faced with challenges.
- Outstanding interpersonal, facilitation and presentation skills
- Commitment to and 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 highly desirable

**Qualifications:**

Bachelor Degree or higher in Public Health, International Development or related field from reputable academic institution.

**The position involves:**

This position is recognised as having “Contact with Children” either direct or indirect.

**Travel:**

International and Domestic, when Covid allows

**Additional Responsibility:**

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