

ROLE PURPOSE: Program Development Partner – Asia & Pacific



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.

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, without sponsorship where the role is located.
- 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: Program Development Partner – Asia & Pacific

Division: Programs

Location: Multiple

Date: October 2022

Employment type: Full time, Permanent

Reports to: Head of Program Development

Number of direct reports: Nil

Leadership Band: Leads self

Purpose of the role:

The **Program Development Partner – Asia & Pacific** is accountable for coordinating program development across the hub and be the go-to person for any program development enquiries, initiatives. To liaise with Head of Program Development as required to secure technical PD resources as required for hub.

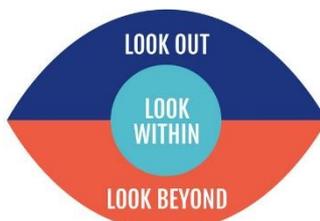
The **Program Development Partner – Asia & Pacific** will own the outcomes of:

1. Provide technical input into country strategies concept briefs, project implementation plans and a pipeline of future projects as requested by Clusters
2. Provide technical input as requested by Clusters to enable the resolution of technical/ implementation problems
3. Ensure learning is applied to new/ existing projects and project plans
4. Provide input into countries Quartey and Annual Effectiveness Reviews
5. Provide technical input to annual budget submissions and commentary for the country program
6. Build capacity of Country teams with regard to project design, project implementation and technical support by coordinating inputs from head office teams

Additional responsibilities:

7. Support COs to develop strategic partnerships with key government, funders and implementing partners in line with the overall country plans
8. Co-Chair The Foundations project appraisal process (Peer Review)
9. Take lead in identifying new projects and gap areas in existing projects with a view to soliciting new funding
10. Support COs and the Global Teams to adapt Program Management Framework structures, processes (including the Accelerator), materials and tools to promote project management best practices
11. Build the capacity of programmatic staff and community of practice skills
12. 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:

- Extensive professional experience in international development/public health project implementation, management or new business development
- Strong experience (minimum 5 years) coordinating programs within the international development sector
- Previous experience working in a head office capacity as well as in-country experience
- Demonstrated ability to maintain positive public relations with external stakeholders, donors and partners.
- Experience working with large and dispersed teams and working in a global operating environment.

<p>Skills:</p> <ul style="list-style-type: none"> • 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 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 	<p>Desirable Experience:</p> <ul style="list-style-type: none"> • Technical knowledge of the health and eye health sector highly desirable • Experience of the region would be an asset
<p>Qualifications:</p> <p>Master's Degree in Public Health, International Development or related field from reputable academic institution</p> <p>Travel:</p> <p>International and Domestic</p>	<p>The position involves:</p> <p>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.</p> <p>Additional Responsibility:</p> <p>Ensure that the work for which they are responsible is carried out in ways, which safeguard the health and safety of workers.</p>