

## ROLE PURPOSE: Program Officer



### 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:**

Program Officer

**Division:**

Programs

**Location:**

Makati Philippines

**Date:**

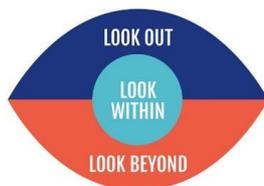
December 2020

**Employment type:** Full time,  
Fixed Term contract**Reports to:**  
Program Manager**Number of direct reports:** 0**Leadership Band:**  
Leads Self**Purpose of the role:**

The Program Officer will be accountable for working with implementing partners in the Philippines in the areas of project planning, implementation, monitoring and evaluation to ensure the effective implementation and coordination of project activities in line with agreed project guidelines and objectives.

The Program Officer will own the outcomes of:

1. Program coordination across a diverse range of national and global government and NGO stakeholders to ensure implementation of program activities and outcomes in accordance with agreed Project Design Document, Annual Partnership Agreement, work plans and annual budgets in assigned provinces.
2. Facilitate timely submission of quality quarterly, annual and any other reports from Partners to the Project Manager and assist partners with timely mobilization of goods and services to initiate and complete activities.
3. Actively participate in the development of project proposal and project design documents
4. Logistics and administrative support to organization of workshops and training sessions with implementing partners, as required by the project.
5. Coach and mentor implementing partners to comply with FHF's program implementation and financial management manual, ensuring all requisitions are appropriate and align with planned and budgeted activities.
6. Monitor and evaluate stages of project implementation to ensure partners are achieving the required outcomes; identify new approaches and strategies that would benefit the program design and implementation; identify and compile lessons learned, report back on learnings.
7. Work closely with FHF Finance and Operations to ensure proper partner accountability for FHF funds.
8. Provide support by assisting Partners to prepare and monitor annual financial budgets, review partners' advance and settlement in the assigned provinces, ensure that partners submit timely monthly/ or and quarterly financial returns and utilize project assets as per FHF's policy.
9. 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:**

- Application of project design, project management, budget development and monitoring.
- Successful implementation of health projects and required outcomes
- Proven ability to influence and work collaboratively with partners/stakeholders.
- Work independently and in a team environment.

**Desirable Experience:**

- Experience in Eye Health specifically

**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 utilizing Microsoft Office software, internet explorer and e-mail.

**Qualifications:**

Bachelor's degree in relevant field (Public Health, Social sciences, International / Community Development)

**Travel:**

Domestic

**The position involves:**

This position does not involve "Working with Children" either direct or indirect.