

ROLE PURPOSE: Program Coordinator



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.

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 Coordinator	Division: Global Programs	Location: Cambodia	Date: December 2020
Employment type: Full time/2-year fixed term with possible renewal	Reports to: Country Manager	Number of direct reports: NIL	Leadership Band: Leads Self

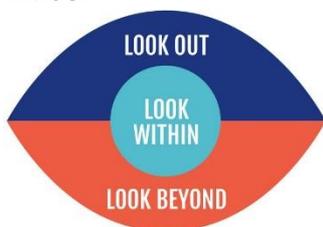
Purpose of the role:

The Program Coordinator (PC) is accountable for the coordination and management of Eye Health related projects of The Fred Hollows Foundation (FHF) Cambodia, particularly the advocacy and Eye Health system strengthening related projects.

The Program Coordinator will own the outcomes of:

1. Contribute to the design of projects related to Eye Health System Strengthening in line with the FHF global and country strategic objectives.
2. Develop project work plan and budget for implementation including coordination with relevant partners.
3. Conduct project monitoring and evaluation and report writing particularly related to Eye Health Program.
4. Undertake advocacy and participate in policy dialogues to strengthen Eye Health System and Health.
5. Participate in relevant technical committees in Cambodia as a representative of FHF-Cambodia at all levels.
6. Manage and build relationships with stakeholders, including senior government officials and other relevant NGOs.
7. Manage and build relationship with relevant staff across FHF to leverage synergies and strengths contributing to FHF vision and mission.
8. Support the Country Manager in program/Project management to ensure high-quality program/project implementation
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 in all interactions.

Skills:

1. Excellent interpersonal and negotiation skills with the ability to manage complex relationships at all levels
2. Conceptual, analytical and problem-solving skills
3. Outstanding organizational and management skills, attention to details and ability to meet deadlines in high volume work environment
4. Report writing skills
5. Excellent Khmer and English language written and spoken skills

Essential Experience:

- Experience in advocacy, government liaisons, capacity building, health system strengthening and health program development in Cambodia
- Proven experience and ability in project design, proposal development, management, implementation, monitoring and evaluation and report writing
- Strong experience with development organizations

Desirable Experience:

- Experience in policy and budget planning, health service quality management and health system strengthening.

Qualifications:

Degree in public health, social development or related fields

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.