

## ROLE PURPOSE: Program Manager



### 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 Manager

**Division:** Global Programs

**Location:** Dhaka

**Date:** 27 Jan. 2021

**Employment type:** Full time,  
Fixed-term contract with flexible  
work arrangement

**Reports to:** Country Manager

**Number of direct  
reports:** 2

**Leadership Band:**  
Leads Team

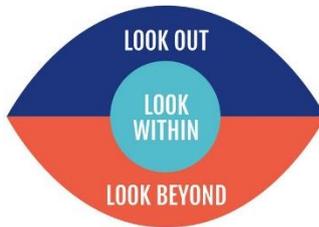
## Purpose of the role:

The Program Manager is accountable for the planning, design and operational delivery of the Bangladesh program aligned to the Country strategy and the Foundation's strategic framework.

## The Program Manager will own the outcomes) of:

1. Lead the development, planning, coordination, and implementation of the country program in line with strategic objectives and internal systems that include accountability and evidence-based outcomes.
2. Develop new project ideas for the country Program ensuring alignment with strategic objectives and local need.
3. Undertake advocacy and build relationships with stakeholders, including government officials and other NGOs that lead to outcomes that contribute to the ending of avoidable blindness in the local context.
4. Manage partner relationships within the agreed governance frameworks of FHF, Australia and Bangladesh.
5. Collaborate across the country team to develop and maintain strong relationships internally and with all partners.
6. Build capability within the team to drive a culture of engagement and collaboration within The Foundation.
7. Accountable for budget and variance management of the program implemented.
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.

## Skills:

- Understanding of trends and standards in development work in Bangladesh
- Good co-ordination and communication skills;
- Computer literate; experience in database management, and use of Microsoft packages
- Good written and spoken skill in English and Bangla

## Essential Experience:

- Management, International / Community Development, Public Administration, Sociology, Public health)
- Minimum 4 years of progressive work experience, preferably in the development sector with a local or international development organization.
- Minimum of 2 years of experience in Senior officer position/supervisory role
- Demonstrated experience in Project Design and development
- Experience in dealing with a variety of Government ministries, local and international donor organizations, and other partners;
- Knowledge of health development issues, especially in health systems reforms and advocacy issues is an asset

## Desirable Experience:

- Relevant degree or training in relevant field such a project development, project cycle management
- Experience in research activities and data management
- Previous experience in a Managerial Level.
- Experience in eye health, neglected tropical diseases e.g. trachoma, or non-communicable disease management e.g. diabetes

## Qualifications:

Experience in International Development, project management and leading a task or unit

## The position involves:

This position is recognised as having "Contact with Children" either direct or indirect)

## Travel:

Ability to travel regionally and internationally.  
Ability spend 30%- 35% of his/her time in the field to monitor and support partners

## Additional Responsibility:

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