

ROLE PURPOSE: Project Assistant



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: Project Assistant

Division: Global Programs

Location: Myanmar

Date: December 2020

Employment type: Full-time;
Fix-Term

Reports to: Project Officer

Number of direct reports: NIL

Leadership Band:
Leads Self

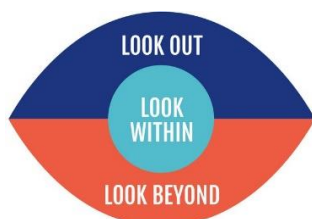
Purpose of the role:

The Project Assistant is accountable for supporting the country program team in areas of program design, implementation, coordination, and information management to ensure strongest progress towards the project goal and objectives, and most efficient use of resources.

The Project Assistant will own the outcomes of:

- 1) Support Project Officers to keep on tracks with all activities of the assigned project to ensure the project completes and meets the targets, indicators.
- 2) Assist in data collection and data consolidation for monthly, quarterly, annual and any other reports, including data entry
- 3) Support (if required) to liaise with the project and partners' staff/the government counterparts who are associated with the projects.
- 4) Participate in and support the project team in the project's trainings, meetings, monitoring visits and advocacy, capacity building activities.
- 5) Collect the project information and update to the country communication focal person to update to the local website/ newsletter
- 6) Conduct administrative and financial duties related to all aspects of project implementation
- 7) Keep the program team agenda's up to date, arrange meetings and appointments
- 8) Provide interpretation/translation support to advisors/visitors in case of need; Translate the project documents/ paper related to project if required
- 9) Support and closely working with Operations officer to arrange all necessary logistics for the activities of projects, such as workshops, trainings e.g. book accommodation for participants, photocopy of materials, arrange transport, supply stationery
- 10) Assist Project Officers to identify issues that require advocacy interventions and facilitate necessary linkages/networks to take up this
- 11) Assist FHF Myanmar in various forums, meetings, and advocate for FHF Myanmar philosophy and policies when required
- 12) Participate in preparation and monitoring of quarterly, annual budget and monthly project workplan
- 13) Other tasks if required by program team

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:

Project management skills

- Ability to meet deadlines and juggle several projects at the same time
- Good report writing and documentation skills
- Demonstrated ability to work independently and in a team environment

Essential Experience:

- Project Management Skills

Desirable Experience:

- 1-year experience in reputable NGO
- Knowledge of project design, project management budget development and monitoring
- Knowledge of health and development issues in Myanmar context

Qualifications:

- Bachelor's Degree in relevant field (Health/Social sciences/Administration/Community Development).

Travel:

Domestic

The position involves:

This position is recognised as having "Contact 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.