



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: Project Coordinator, MDA-ARISE	Division: Programs	Location: Zonal Health Department, East Hararghe, Oromia	Date: February 2023
Employment type: Full Time, Fixed Term	Reports to: Project Manager, ARISE	Number of direct reports: 1	Leadership Band: Lead Others

The Project Coordinator-MDA oversees the planning, co-ordination and implementation of The Fred Hollows Foundation ARISE Project. The Project Coordinator is responsible for providing technical oversight and coordination of Integrated MDA, conducting of surveys, health system strengthening and monitoring and evaluation of the project. Specifically, responsible for effective planning, implementation, coordination, and monitoring and management of ARISE Project to contribute to the elimination of blinding trachoma and strengthen the health system in Oromia region. Provide oversight and support to Zonal Program Advisors to enable them to implement the project per the agreed plans.

Through close collaboration with colleagues, partners and others, identify program intervention areas and strategies and bring to attention of the ARISE Project Manager. Ensure that all ARISE project MDA and surveys is as per the required schedule with maximum output and quality assured using the allocated resources. In addition to delivering against shared core responsibilities, the incumbent is required to deliver against both strategic and specific responsibilities, working in a high-volume working environment. Play a role in visualizing the Foundation's effort in Trachoma elimination to partners at zone and wereda levels.

Key Responsibilities:

Program Management:

- Coordinates stakeholders and play an active role in the development of annual operational plans and quarter action plans of the project in collaboration with Zonal and Wereda Health Offices. He/She is also responsible to lead the scheduling and sequencing of the planned activities in consultation with partners.
 - Provide programmatic and technical guidance and direction to NTD team that include Zone Program Advisors, technical advisors, as well as the government health sectors focal points.
 - Prepare innovative concepts and provide detail documents on existing challenges with resolutions focusing to improvement of overall MDA interventions.
 - Identify program risks wherever they exist and manage them as agreed
- Facilitate timely submission of quality quarterly, annual and any other reports to the ARISE Project Manager

Program Quality Assurance:

- Work closely with the M&E team to implement the use of Monitoring, Evaluation & Learning (MEL) systems and processes that measure and demonstrate programs' performance & strategic impact and promote evidence-based decision-making.
- Support capacity building of Zonal Program Advisors on use of monitoring, evaluation, reporting and learning systems/tools with the support of the M&E team and the ARISE Project Manager.
- Contribute to the development of quality assurance and monitoring and evaluation mechanisms, including baseline data, aimed at improving the quality and quantity of the service delivery of the ARISE Project.
- Accountable for development and submission of timely high quality and analytical progress reports (narrative and financial) of the project initiatives aimed at eliminating trachoma
- Maintain updated / analyzed program data for sharing and program learning
- Document and share innovation, best practices and/or case studies that demonstrate progress towards achieving project objectives through formal reports and relevant formal and/or informal platforms

Partnership

- Develop relationships with key partners and stakeholders to eliminate blinding trachoma from the region
- Network with government and NGOs involved in trachoma elimination work and related development issues
- Build and maintain relationship with partners and stakeholders

Financial and Resource Management

- Prepare annual financial budgets per zone and monitor expenditure against these, advising the ARISE Project Manager on the financial trends of the project in the targeted zones
- Work with the Grant and Finance Officer to ensure proper accountability for donor funds
- Ensure that Zonal Program Advisors and partners submit timely monthly/or and quarterly financial returns.
- Work with Procurement and Logistics Manager for effective and efficient management and utilization of Project resources.

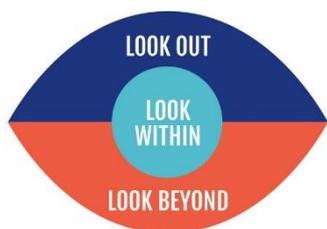
Compliance and Planning

- Provide leadership, coordination and direction to Zonal Program Advisors for the timely development of annual work plans, project documents and reports (quarterly, annual) ensuring high quality and in conformity to organizational and donor requirements.
- Work closely with Grant and Finance Officer to ensure FHFE follows the donor compliances while managing ARISE project.

Team Contribution

- Ensure effective communication and conflict resolution mechanisms that promotes team work
- Constructively contribute and collaborate with all colleagues, while strengthening intra and Inter departmental collaboration for efficiency

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:

- Strong communication skills including written and spoken English and the ability to write effectively for various audience.
- Finance Management skills especially development & management of budgets and budget reports.
- Strong conceptual and analytical skills to be able to develop new initiatives, identify critical issues, build capacity and standardized process.
- Excellent interpersonal skills with the ability to manage a wide variety of relationships utilizing collaborative consultation, communication and negotiation skills.
- Profound report writing skills.
- Mentoring, coaching and capacity building skills.

Essential Experience:

- Minimum of 5 years' experience preferably with reputable NGOs
- experience of coordinating people, resources, and programs particularly in coordinating MDAs for Trachoma
- Knowledge of program design, program management, budget development and monitoring of Trachoma MDA and surveys programs
- Experience of working in trachoma intervention, particularly implementation of the MDA
- Knowledge of recent national health policy issues

Desirable:

Experience

- Extensive work experience in Trachoma elimination programs.
- Supportive and encouraging management style, with demonstrated track record of managing performance and development of a team of staff

Knowledge

- Knowledge of Eye health programmes in general and MDA programs in particular
- Proven training and facilitation skills

- Strong computer skills specially project management software.
- Financial management skill especially development and management of budget and budget reporting.
- Advocacy and partnership development skills.
- High sense of integrity, ethics, and confidentiality.
- Ability to speak the local language (Afan Oromo)

Qualifications:

Master’s Degree in relevant field (Public Health, Ophthalmology, Social sciences or related fields) from a recognized institution

Travel:

International/Domestic

The position involves:

This position is recognised as having “Contact with Children” either direct or indirect

Additional Responsibility:

As assigned by the Supervisors