

ROLE PURPOSE: Project Coordinator, CIFF-TT Surgery



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 Coordinator, CIFF-TT Surgery

Division:

Programs

Location:

Addis Ababa

Date:

August 2021

Employment type:

Full time Fixed Term

Reports to:

Program Manager-TT Surgery

Number of direct reports:

NIL

Leadership Band:

Leads Self

Purpose of the role:

The **Project Coordinator, CIF-TT Surgery** oversees the planning, co-ordination, implementation, monitoring and evaluation of CIFF-TT surgery project in Oromia region under the implementation of The Fred Hollows Foundation Trachomatous Trichiasis (TT) Surgery Program. The coordinator is responsible for overall TT surgery project management which includes technical and interpersonal competencies and oversight of the implementation status. Specifically, responsible for effective planning, execution, organization, and follow-up of the TT Surgery Project to contribute to the elimination of blinding trachoma and strengthen the health system in Oromia region.

Through close collaboration with colleagues, partners and others, identify program intervention areas and strategies and bring to attention of stakeholders which include program managers, decision makers and other partners. Ensure that all TT surgery projects are running as per the required schedule with maximum output and quality benchmarks using the allowed 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 region, zone and Wereda levels.

Key Responsibilities:**Program Management:**

- Coordinates stake holders and play an active role in the development of annual operational plans and quarter action plans of TT surgery of the Zones by Weredas. He/She is also responsible to lead the scheduling and sequencing of the panned activities in consultation with partners.
- Play a coordination role towards the elimination of TT by engaging all partners working at region, Zone and Wereda levels to ensure the project is contributing to the trachoma elimination intervention. It is the role of the coordinator to lead the TT surgery service provision maintained to reach the elimination targets using statics, routine outreach and enhanced outreach approaches.
- Lead the TT case finding undertakings by creating conducive working environment with key partners to employ mainly a house to house case finding approach maintaining the necessary capacity building strategies to ensure quality service delivery.
- Provide programmatic and technical guidance and direction to TT Surgery team that include Zone Program Advisors, Zone finance officers, TT Surgeons (IECWs), 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 TT surgery intervention.
- Ensure that the project has adequate TT surgery commodities and proactively determine the need for resources and communicating to the FHF program team.
- Undertake scoping and research to inform the design of National and Regional level Trachoma Program
- coordinate TT Surgery projects and support project team in all aspects of project management including budget preparation and oversight, project implementation, monitoring, evaluation and reporting requirements for the TT Surgery Program.
- Actively play coordination and facilitation role in organizing regional and zonal meetings, workshops trainings and team building activities related to TT surgery and other NTD areas.
- Identify project and program risks wherever they exist and manage them as agreed
- lead and facilitate timely submission of monthly, quarterly, annual and any other reports of projects to the ORHB, FHFE national team and the donor.
- Work closely with the country office TT surgery program and 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.
- Ensure the program quality through surgical quality audit, joint supportive supervision and data verification approaches in consultation with the quality supervisor to ensure the program quality assurance.
- Support capacity building of TT Surgery program team on use of monitoring, evaluation, reporting and learning systems/tools with the support of the M&E team and the TT surgery program manager.
- Contribute to the development of quality assurance and monitoring and evaluation mechanisms, including baseline data , TIS and TSS aimed at improving the quality and quantity of the service delivery of trachoma elimination projects in Oromia.
- Accountable for development and submission of timely high quality and analytical progress reports (narrative and financial) of projects and 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
- Aiming at getting support for productive project management, the coordinator will establish strong relationships with key partners and stakeholders to eliminate blinding trachoma from the West Harerge Zone. The key partners include the ORHB, BOFEC, Zonal health and finance offices in Oromia region, WoHOs, IECWs, PHCUs, and the decision makers.
- Network with government and NGOs involved in trachoma elimination work and related development issues
- Conduct advocacy, including raising trachoma as a public health issue and build support for FHF's trachoma elimination programs
 - Work with partner organizations to identify issues that require advocacy interventions and facilitate

necessary linkages/networks to support trachoma elimination programs

- Support partner organizations to identify issues that require advocacy interventions and facilitate linkages and networks.

Financial and Resource Management

- Prepare annual financial budgets per Wereda and monitor expenditure against these, advising the TT surgery manager on the financial trends of trachoma elimination initiatives
- Work with the TT surgery program manager and program coordinator, ZPAs, ZFOs and grant coordinators to ensure proper accountability for donor funds
- Ensure that Zonal Program Advisors and partners submit timely monthly/or and quarterly financial returns and financial forecasts.
- Ensure financial output is in line with the program delivery and justify if any deviation from the expected level.
- Work with Procurement and Logistics Manager for effective and efficient management and utilization of resources

Compliance and Reporting

- Provide leadership, coordination and direction to Zonal Program Advisors and coordinators 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 Finance and Operation team of FHFE and Grants Management Unit to ensure FHFE follows the donor compliances while managing TT projects.

Information & Communication Management:

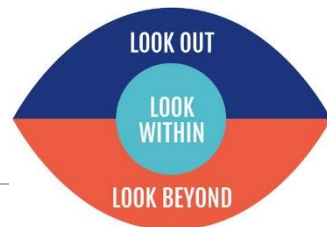
- Support the Foundation fundraising initiatives by ensuring that the Communication and Resource Mobilization Units receive appropriate materials/reports and information to highlight the Foundation's trachoma programs in the country

Team Contribution

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

- Other tasks as requested by your manager..

Our Capabilities:



Essential Experience:

- Minimum of 5 years working experience preferably with reputable NGOs
- experience of coordinating people, resources and approaches particularly on trachoma intervention

As a member of the Foundation Family you will:

1. Live by the values of The Foundation and support The Foundations culture, performance and brand.
2. Adhere to all The Foundation policies & 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.

- Knowledge of program design, program management, budget development and monitoring of Trachoma programs
- Knowledge of Resource mobilization and management
- Experience of working in trachoma intervention, particularly implementation of the TT surgery
- Knowledge of recent national health policy issues
- Proven ability to deal with various national, regional and zonal stakeholders.
- Experience of working for projects/programs focused to interventions in the rural community.

Skills:

- skill of coordination
- General Management
- operational planning skills
- Program management skills
- Finance Management skills especially development &
- Good communication skills (both oral and written)
- Excellent report writing skills
- Ability to work with minimum supervision.
- Good ICT skills
- Advocacy and partnership development skills
- High degree of integrity

Key Behaviors

- Interpersonal and intercultural sensitivity
- Engaging with colleagues and partners in a respectful manner
- Active listener
- Stress Tolerant
- Inspiring and strong commitment
- Driving for quality
- Team working
- Commitment
- High integrity and ethical behavior
- Analytical

Desirable Experience:

- Extensive work experience in a national or regional development sectors in Ethiopia.
- 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 TT Surgery programs in particular
- Proven training and facilitation skills

- Social and receptive

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:

