



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
– Cataract Quality Improvement Project

Division: Programs

Location: Kenya

Date: September 2020

Employment type: Part Time (0.6 FTE), contract up to December 2021

Reports to: Andrew Hartwich

Number of direct reports: 0

Leadership Band: Leads self

Purpose of the role:

The **Project Coordinator** is accountable for the delivery of the Cataract Quality Improvement Intensive Program (CatQIP) across Kenya, Ethiopia and China with a view to supporting wider cataract quality initiatives across The Foundation. The Project Coordinator will support the building of internal FHF and partner continuous quality improvement capacity focussing on Cataract and associated Uncorrected Refractive Error (URE). They will work with Alina Vision, the FHF Medical Team, Program Development, Hub and Cluster Support teams and partners, and external expert organisations to ensure that all project deliverables are achieved, monitored and reported.

The **Project Coordinator** will own the outcomes of:

1. Project Management (Planning, Implementation, Monitoring and Evaluation)

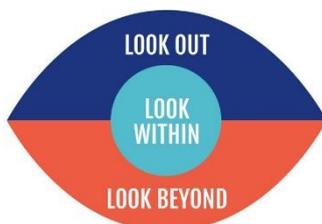
- Accountable for the timely delivery of the CatQIP pilot in China, Kenya and Ethiopia, including contract management and managing the project budget.
- Ensure effective coordination with internal stakeholders, in particular, country offices, the medical team, PD team, research team and development effectiveness team.
- Provide mentoring support to country offices engaged in CatQIP pilot.
- Support development of tools and resources in collaboration with partners (Alina Vision, Aravind and LVPEI)
- Manage logistics for learning sessions and monthly follow up calls.
- Support partners with regular data collection and consolidates reporting.
- Ensure sustainability of the program by promoting leadership and ownership of the program by local partners

2. Advocacy, Partnerships and Resource Mobilization

- Establish and maintain partnerships with stakeholders and ensure effective coordination among implementing partners and external technical collaborating partners (IHI, Aravind, LVPEI, other NGOs, CBOs and donors).
- Manage communications requests and submissions as needed

3. 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.

Essential Experience:

- Strong professional experience (minimum 5 years) in coordinating and implementing international development/public health projects, including project design, monitoring and evaluation, and preparing high quality reports.
- Experience managing the implementation of projects and ensuring timelines and targets are met.
- Demonstrated ability to maintain positive public relations with external stakeholders, donors and partners.
- Experience working with large and dispersed teams and working in a global and virtual operating environment.
- Experience working in Kenya, Ethiopia and/or China would be an asset.

<p>Skills:</p> <ul style="list-style-type: none"> • Strong project management skills across the full project cycle, including program development, implementation and evaluation. • Strong collaborative skills, with the ability to support and influence multiple stakeholders and effectively engage with people across the organisation • Good problem-solving skills, demonstrates resilience and initiative when faced with challenges. • Outstanding interpersonal, facilitation and presentation skills • Commitment to and strong capacity for working through collaboration and partnerships – must have superior relationship management skills • Excellent communication skills including fluency in written and spoken English and the ability to write effectively for varied purposes and audiences including program design documents, donor proposals and reports • Demonstrated capacity to work effectively in cross cultural / mixed language environments. • Strong computer skills 	<p>Desirable Experience:</p> <ul style="list-style-type: none"> • Knowledge of the health and eye health sector highly desirable. • Knowledge of Continuous Quality Improvement processes, in particular in relation to hospital quality improvement, would be an asset.
<p>Qualifications: Degree in Public Health, International Development or related field from reputable academic institution</p> <p>Travel: International and Domestic</p>	<p>The position involves: This position does not involve “Working with Children” either direct or indirect.</p> <p>Additional Responsibility: Ensure that the work for which they are responsible is carried out in ways, which safeguard the health and safety of workers.</p>