

ROLE PURPOSE: PROJECT 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.

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 Vietnam 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 Manager

Division: Programs

Location: Danang, Vietnam

Date: May 2021

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

Reports to: Country Manager, Vietnam

Number of direct reports:

Leadership Band: Leads Others

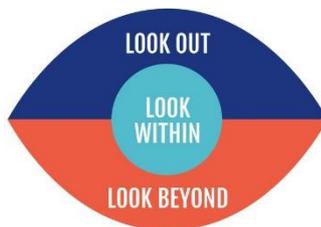
Purpose of the role:

The Project Manager is accountable for the planning, design and operational delivery of assigned Vietnam project/s that are aligned to The Foundation's strategic framework.

The Project Manager will own the outcomes of:

1. Lead the development, planning, coordination, and implementation of the assigned Vietnam Project/s in line with strategic objectives and internal systems that include accountability and evidence-based outcomes.
2. Develop concept briefs, project implementation plans, procurement plans and a pipeline of future projects in line with the Foundation's strategy objectives and local need.
3. Directly manage and oversee project implementation and the resolution of technical/implementation problems to a high-level standard to achieve the desired outcomes.
4. Conduct regular research and monitoring and evaluation activities and prepare narrative reports as required by The Foundation, donors and government.
5. Undertake advocacy and build relationships with Partners that lead to outcomes that contribute to the ending of avoidable blindness in the local context.
6. Implement the assigned projects and manage partner relationships within the agreed governance frameworks of FHF, Australia and Vietnam.
7. Collaborate across the project team and Vietnam team to develop and maintain strong relationships internally and with all Partners.
8. Build capability within the team to drive a culture of engagement and collaboration within The Foundation.
9. 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:

- Demonstrated Project Management skills
- Finance Management and reporting
- Problem solving skills
- Ability to meet deadlines and manage several projects concurrently
- Excellent English both written and spoken
- Demonstrated ability to work independently and in a team environment

Essential Experience:

- Strong Experience in Project Management in Public Health within the International development sector
- Demonstrated effective supervisory experience guiding project staff to achieve project outcomes
- Relationship management at a local, and province and national level within the Vietnam health system.
- Working with community in need assessment, monitoring and evaluation with participatory approach.
- Working within a team.

Desirable Experience:

- Experience in eye health within the Viet Nam context
- Working with ethnic minority groups, people with disabilities and gender equity issue

Qualifications: Master's degree or Bachelor 's Degree in relevant field (Health, Social sciences, International / Community Development)

The position involves:

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

Travel:

Domestic & International

Additional Responsibility:

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