

ROLE PURPOSE: Project Officer



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 Officer

Division: Global Programs

Location: Barisal

Date: June 2021

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

Reports to: Program
Manager

**Number of direct
reports:** None

Leadership Band:
Leads Self

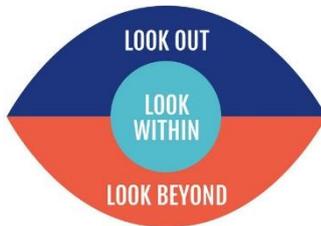
Purpose of the role:

The **Project Officer** is accountable for working with implementing partners in Bangladesh for the strategic planning, design and operational delivery of FHF Bangladesh's programs that align to The Foundation's strategic framework.

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

1. Program coordination to ensure implementing partners achieve program activity and outcomes in accordance with agreed project design documents, Annual Partnership Agreement, work plans and annual budgets.
2. Timely submission of quality regular reports from partners to the Country Manager, including PRISM data entry, and assist partners with timely mobilization of goods and services to initiate and complete activities.
3. Actively participate in the development of project proposals and project design documents.
4. Coach and mentor implementing partners to comply with the Foundation's program implementation and financial management manual, ensure all requisitions are appropriate and align with planned and budgeted activities.
5. Monitor and evaluate stages of project implementation to ensure partners are achieving the required outcomes; identify new approaches and strategies that would benefit the program, gather and share lessons learned.
6. Work closely with the Finance and Operations Team to assist in the preparation and monitoring of annual financial budgets, and ensure proper partner accountability of funds, in line with FHF procedures and guidelines.
7. Support partners to prepare and monitor annual financial budgets, review partners' advance and settlement, ensure their timely financial returns and utilize project assets as per FHF policy.
8. The position will look after all project MIS report for compilation and will update quarterly data in PRISM. The role also provides Compliance training to all partner and development of communication items for all projects.
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:

- Project management skills and ability to meet deadlines and juggle several projects concurrently
- **English desirable but not essential**
- **Must know local language fluently**
- Proficiency in use of computer programs
- Excellent interpersonal and stakeholder engagement skills
- • Aptitude to work independently and in a team environment

Essential Experience:

- Strong experience in project design, management, budget development and monitoring.
- Experience in the implementation of health projects and required outcomes.
- Proven ability to influence and work collaboratively with partners/stakeholders.
- Managing outcomes through partners and relationships with key stakeholders

Desirable Experience:

- Worked in non-profit or government sector, in public health or related fields.
- Proven ability to influence and work with partners and stakeholders.

Qualifications:

Bachelor's degree in relevant field (Social Development, Public Health)

The position involves:

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

Travel:

Domestic

Additional Responsibility:

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