

## ROLE PURPOSE: Project Officer



### Our Vision

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.

#### 13<sup>th</sup> 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 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 position, which may change based on organisational need.

Please refer to divisional, team and individual work plans for more specific details

<b>Role Title:</b> Project Officer	<b>Division:</b> Programs	<b>Location:</b> Nairobi, Kenya	<b>Date:</b> January 2021
<b>Employment type:</b> Full time-Fixed Term	<b>Reports to:</b> Program Manager	<b>Number of direct reports:</b> None	<b>Leadership Band:</b> Leads Self

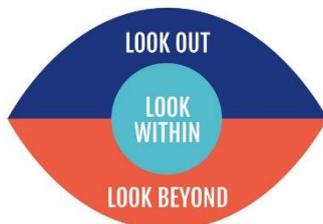
## Purpose of the role:

The Project Officer will be accountable for the coordination and implementation of various approved Project activities, working with partners in Kenya to ensure timely and efficient high-quality deliverables in line with agreed project guidelines and objectives.

## Key Responsibilities:

- Support the implementation of approved Projects in accordance with agreed Project Implementation Plans, work plans and annual budgets.
- Support the Program Manager in ensuring that program activities are timely planned, implemented, monitored and reported through submission of timely quality quarterly reports. Advise on any developments that might necessitate deviation from planned activities and ensure that the Program Manager and relevant team members are made aware of relevant meetings, forums etc. taking place in the counties.
- Identify and build partners' capacity and support partners with timely mobilization of services to initiate and complete activities.
- Work with the Program Manager and Health Systems Strengthening and Monitoring and Evaluation Technical Advisor to strengthen the quality and health systems initiatives in the County.
- Support Partners prepare annual financial budgets, plan and monitor monthly/quarterly expenditure against budgets and ensure submission of timely accurate monthly and quarterly financial returns; and utilization of project assets and resources as per The Fred Hollows Foundation's policy.
- Support the Program Manager in organizing and monitoring The Fred Hollows Foundation Kenya (FHFK) and other joint engagements with the County health teams, relevant County departments and other partners.
- Support FHFK communication and fundraising initiatives through identification and sharing of compelling beneficiary stories and case studies. Ensure branding per FHF guidelines.
- Other tasks as assigned by your supervisor.

## Our Capabilities:



## 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

## Essential Experience:

- Minimum of 3 years working experience with reputable NGO's
- Knowledge of project design, project management, budget development and monitoring
- Experience in community-based health programming.
- Experience in working with community-based organisations.
- Previous hands-on experience in project implementation and working through partners.
- Application of project design, project management, budget development and monitoring.
- Support and coordination of successful health projects and development of effective & efficient implementation systems.
- Proven ability to influence and work with partners/stakeholders.

**Skills:**

- Strong communication skills including fluency in written and spoken English and the ability to write effectively for varied purposes and audiences;
- Strong conceptual and analytical skills to be able to develop new initiatives, identify critical issues, build capacity and standardize processes.
- Excellent interpersonal skills with the ability to manage a wide variety of relationships utilizing collaborative consultation, communication and negotiation skills.
- Strong computer skills specifically project management software and Microsoft Office suite applications.
- Excellent problem-solving skills: demonstrates resilience and initiative when faced with challenges.
- Ability to work well with others under deadline situations and juggle several priority tasks.
- Outstanding Organisational and time management skills including the ability to priorities and multi-task work.
- Superior presentation skills (both written and oral) and ability to communicate technical materials to a mix of audiences and for differing purposes using print, electronic, and presentation media.
- An energetic self-starter with the resilience, pace, interpersonal flexibility and comfort with ambiguity to succeed within the evolving and sometimes demanding contexts.
- Must be able to build and maintain strong relationships with a wide range of stakeholders.
- Demonstrated capacity to work effectively in cross cultural / mixed language environments.
- Financial Management skills especially development & management of budgets and budget reports.
- High sense of integrity, ethics and confidentiality;
- An excellent team player and result-oriented personality;
- Ability to work independently, take initiative, set priorities and support programs.

**Desirable Experience:**

- Ability to support the development of skills and capacity including training initiatives;

**Qualifications:**

- Bachelor's Degree in relevant field (Social sciences/Public health/Community Development).

**The position involves:**

his position does involve "Working with Children" either direct or indirect.

**Travel:**

Domestic up to 70% of the time

**Additional Responsibility:**

N/A