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:** Nairobi, Kenya  
**Date:** January 2022  
**Employment type:** Full time- Fixed term  
**Reports to:** Program Manager  
**Number of direct reports:** None  
**Leadership Band:** Leads Self

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

### Key Roles and Responsibilities

- Facilitate timely and quality implementation of Visual Impact Project activities in accordance with work plans and approved budgets.
- Ensure that standards and guidelines related to Visual Impact Project are effectively applied in project implementation.
- Facilitate schools and community eye screening and ensure all program processes are adhered to
- Take lead in the planning and coordination of all trainings that will be undertaken in the program
- Coordinate and actively engage communities, DPO’S and persons with disabilities to ensure inclusive project cycle management in VIP.
- Uphold the rights of all beneficiaries, ensure child protection and protection of vulnerable adults and address and document – in accordance with available policies/guidelines any forms of violation, discrimination, intimidation, and exploitation in Visual Impact Project.
- Ensure that all beneficiaries are treated equally to get equal value, participation and decision making.
- Plan and conduct regular accessibility audit and pro-actively address the recommendation arising from these audits
- Coordinate community mobilization and participation in eye screening
- Actively participate in quality monthly, quarterly, semi-annual, annual and end of projects reports in accordance with Visual Impact Project and Ministry of Health Kenya requirements
- Participate in documentation and dissemination of best practices and human-interest stories with support from the Foundations communications staff.
- Ensure budgetary utilization is in accordance with set procedures.
- Represent FHF in stakeholder forums/meetings
- Be an active member of county eye health technical working group CEHTWG

### Our Capabilities:

![Image](image.png)

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:

- Minimum of 5 years’ experience with regard to designing, planning, implementation, supervising and reporting on integrated development projects, both at community level and facilities such as schools and health facilities
- Must be a results-oriented person who can handle a heavy workload as well as multiple organizational, donor and MOH demands
- Experience in working and collaborating with communities, County Governments and Government Ministries

### Skills:

### Desirable Experience:
• 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.

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<tr>
<th>Qualifications:</th>
<th>The position involves:</th>
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<tr>
<td>Minimum of a Bachelor’s degree in Project Planning and management, Public Health/Environmental Health, Social Science or any other relevant qualification from a recognized and accredited university</td>
<td>This position does involve “Working with Children” either direct or indirect.</td>
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<th>Travel:</th>
<th>Additional Responsibility:</th>
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<td>Domestic up to 70% of the time</td>
<td>Ensure that the work for which they are responsible is carried out in ways, which safeguard the health and safety of workers.</td>
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