ROLE PURPOSE: Project Officer

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 project 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 in the form of LOVE Award. 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.

At The Fred Hollows Foundation we offer a career where your talent and energy will help many see tomorrow.

Our Vision
We see a world in which no person is needlessly blind and Indigenous Australian’s exercise their right to good health.

Our Purpose
To end avoidable blindness and improve Indigenous Australian’s health.

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: Programs
Location: Islamabad, Pakistan
Date: 10 March 2022

Employment type: Full time, Fixed-term contract
Reports to: SPM - Pakistan
Number of direct reports: NA
Leadership Band: Leads Self

Purpose of the role:
The Project Officer is accountable for working with implementing partners in Pakistan to ensure the effective implementation and coordination of project activities (planning, coordinating, procuring, monitoring and evaluation and reporting) that are aligned to Project Implementation Plan and 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 Implementation Plan, Partnership Agreement, project work plans and overall agreed annual budgets based on assigned provinces;
2. Facilitate, project implementation, procurement and monitoring of project activities regularly in coordination with the partners;
3. Facilitate timely submission of quality monthly, quarterly, annual and any other financial and progress reports from Partners to the Line Manager and assist partners with timely mobilization of goods and services to initiate and complete activities;
4. Actively participate in the project planning, proposal development and project design documents for any new activity or initiative;
5. Support the Line Manager in organizing and monitoring joint engagements with partners, relevant government ministries and other partners.
6. Coach and mentor implementing partners with the assistance of the FHF Finance Officer to prepare funds requests, procurement and comply with FHF finance Manual and donor guidelines, ensure all requisitions are appropriate and align with planned and budgeted activities.
7. Monitor and evaluate stages of project/ program implementation to ensure partners are achieving the required outcomes; identify new approaches and strategies that would benefit the program design and implementation; identify and compile lessons learned, report back on learnings.
8. Work closely with the partners and relevant finance team to ensure proper partner accountability for FHF funds.
9. Ensure that partners submit timely monthly/or and quarterly/ annual/ annual financial returns.
10. Organize and undertake review meetings of partners to ensure they achieve their targets met agreed quality standards and follow the internationally accepted approaches; and
11. Provide support by assisting Partners to prepare and monitor annual financial budgets, review partners’ advance and settlement in the assigned provinces, ensure that partners submit timely monthly/ or and quarterly financial returns and utilize project assets as per FHF’s policy.

Our Capabilities:
• Look out
• Look within
• Look beyond

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.

Essential Experience:
• Application of project design, project management, procurement, budget development and monitoring.
• Successful implementation of health projects with required outcomes
• Proven ability to influence and work with multiple partners/stakeholders at one time.
• Work independently and in a team environment.
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.

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<tr>
<th>Skills:</th>
<th>Desirable Experience:</th>
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<tbody>
<tr>
<td>• Project management skills and ability to meet deadlines and juggle several projects at the same time.</td>
<td>• At least 3-5 years' experience of managing projects in development context.</td>
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<td>• Excellent communication skills, including fluency in written and spoken English, excellent report writing and documentation skills.</td>
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<td>• Excellent knowledge and capability utilizing Microsoft Office software, internet explorer and e-mail.</td>
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<tr>
<th>Qualifications:</th>
<th>The position involves:</th>
<th>Additional Responsibility:</th>
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<tbody>
<tr>
<td>Master's degree in Public Health, Public Policy or Social Work</td>
<td>This position is recognised as having “Contact with Children” either direct or indirect</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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<tr>
<th>Travel:</th>
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<td>Regular travel to project locations within country.</td>
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