

ROLE PURPOSE: Zonal Program Advisor-Act East



Our Vision

We see a world in which no person is needlessly or visually 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.

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: Zonal Program Advisor, Act East	Division: Programs	Location: North Shewa, Jimma and South West Shewa Zones	Date: January 2021
Employment type: Full time Fixed Term	Reports to: Project Coordinator -Act East & matrix relationship with Program Managers.	Number of direct reports: 1	Leadership Band: Leads Others

Purpose of the role:

The **Zonal Program Advisor, Act East** oversees the Act East program and other NTD program activities in the zones. S/he provides support to the zonal health department and woreda health offices in the zones to strengthen the implementation of the World Health Organisation (WHO) endorsed Surgery, Antibiotics, Facial cleanliness and Environmental improvements (SAFE) strategy for the elimination of blinding trachoma as well as other NTDs. Specifically, responsible for effective planning, implementation, coordination, and day-to-day management of the project activities. He/she provides support to the zonal health department.

S/he will work extensively with the Zonal health department, woreda health offices, and with the FHF project staff to ensure effective implementation of the Act East project interventions and other FHF initiatives in the zones. S/he will be based in the Zonal Health Department and is required to travel extensively to project woredas. Work closely with the Zonal Health Department NTD team and Woreda Health Offices NTD team for the implementation of the project with focus on Mass Drug Administration (MDA) or Antibiotics, surveillance and impact surveys, health system strengthening and M & E aspects of the to halt the transmission of active trachoma in the zones.

Key Responsibilities:

Program Implementation, Technical Assistance, Capacity building and Partnership

- Support the development of NTD annual implementation plans for the assigned zones in collaboration with the Zonal Health Department NTD teams and advocate for appropriate resource allocation within the zones and woreda health offices annual budget.
- Coordinate, supervise and provide technical assistance for the implementation of SAFE strategy in all woredas of the zones.
- Provide technical assistance to woredas to incorporate all FHF initiatives and programs in woreda based planning and closely work with them for effective implementation.
- Identify gaps and provide trainings and other capacity building measures to woredas in the implementation of SAFE strategy for Trachoma.
- Support the Zonal Health Department and Woreda Health Offices for the implementation of FHF initiatives for comprehensive eye care.
- Organize and facilitate Zonal level NTD/Trachoma elimination Taskforce meetings.
- Collaborate very closely with NGO partners for coordination and integrated MDAs.
- Supervise and work closely with the Zonal Finance Officers for effective management of the sub grant (fixed amount award) budget to make sure all agreed terms and conditions are understood and adhered to.
- Liaises, regularly communicates, and maintains good relations with key partners including Zonal Health Department, Woreda Health Offices, and Health facilities to ensure successful project implementation.
- Maintain adequate records of activities, reports and baseline data of the project area
- Prepare periodic activity reports and submit to the Zonal Health Department (ZHD) and FHF.
- Performs other assignments as may be required and as directed by the immediate supervisor.

Program Quality Assurance:

- With the support of the FHF M&E team and the Act East program manager, implement the use of Monitoring, Evaluation & Learning (MEL) systems and processes that measure and demonstrate programs' performance & strategic impact, and promote evidence-based decision-making.

- Support capacity building of the zonal and woreda NTD team on the use of monitoring, reporting and learning systems/tools.
- With the guidance of the program manager, implement proven and effective quality measures to avoid any severe adverse effects(SAE) happening.
- Contribute to the development of quality assurance and monitoring and evaluation mechanisms, and health systems strengthening in the zone.
- Responsible for development and submission of timely high quality and analytical progress reports (narrative and financial) of the project.
- Maintain updated / analysed program data for sharing and program learning.
- Document and share innovation, best practices and/or case studies that demonstrate progress towards achieving project objectives through formal reports and relevant formal and/or informal platforms.

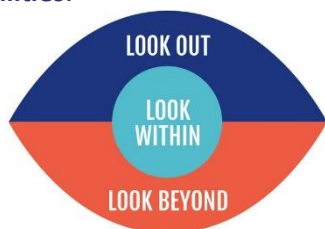
Financial and Resource Management

- Lead and support the Zonal Finance Officer and partners within the assigned zones prepare annual financial budgets and monitor expenditure against these.
- Ensure that partners submit timely monthly/or and quarterly financial returns.
- In collaboration with Finance Manager, advice and assist Partners in setting up effective financial systems appropriate to the FAA (sub grant) implementation.
- Work with the zonal and woreda health offices for effective and efficient management and utilization of project resources.

Compliance and Planning

- Actively participate in the preparation, implementation and reporting of plans and forecasts in line with agreed measures and timeframes.
- Demonstrate compliance with all legislation and The Foundation’s policies and procedures.
- Observes Oromia Regional Health Bureau (ORHB) rules and regulations as appropriate.
- Undertake training as required and as agreed with manager.
- Promote and model appropriate behaviour to support The Foundation’s culture, performance and brand.
- Adhere to all health and safety policies and procedures of The Foundation and take all reasonable care that your actions or omissions do not impact on the health and safety of others in The Foundation.

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.

Skills:

- Strong communication skills including fluency in written and spoken English and Afan Oromo and the ability to write effectively for varied purposes and audiences;
- Strong program management skills.
- Strong conceptual and analytical skills to be able to develop new initiatives, identify critical issues, build capacity and standardize processes.

Essential Experience:

- Minimum of 5 years of relevant experience in public health, eye care or disease prevention and control programs.
- Experience of working in trachoma intervention particularly MDA program coordination.
- Knowledge of recent national health policy issues.
- Proven ability to deal with various regional stakeholders.

Desirable Experience:

- Extensive work experience in an international development sector in Ethiopia.
- Extensive work experience in eye health sector in Ethiopia.
- Knowledge of Eye health programmes in general and trachoma MDA in particular
- Knowledge of sub grant (fixed amount award) management.

- 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.
- Advocacy and partnership development skills.
- Financial Management skills especially development & management of budgets and budget reports.
- Grant management skills.
- Excellent problem-solving skills: demonstrates resilience and initiative when faced with challenges.
- Mentoring, coaching and capacity building skills.
- Ability to motivate the highly skilled professionals within the team and maintain a clear sense of priorities.
- 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.
- Excellent report writing skills.
- Ability to work well with others under deadline situations and juggle several priority tasks.
- Outstanding organisational and time management skills including the ability to prioritise and multi-task work.
- High sense of integrity, ethics and confidentiality;
- An excellent team player and result-oriented personality;
- Ability to support the development of skills and capacity including training initiatives;
- An energetic self-starter with the resilience, pace, interpersonal flexibility and comfort with ambiguity to succeed within the evolving and sometimes demanding contexts.
- Ability to work independently, take initiative, set priorities and support programs.
- 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.

Qualifications:

Minimum of First Degree in Public Health/Nursing/Ophthalmic Officer or related fields from a recognized institution

The position involves:

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

Travel: International/Domestic

Additional Responsibility: As assigned by the Supervisors