

# ROLE PURPOSE



**Role Title:** Regional Program Coordinator

**Division:** Programs & Partners

**Location:** Suva, Fiji

**Date:** March 2026

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

**Reports to:** Regional Program Manager

**Number of direct reports:** Nil

**Leadership Band:** Leads Self

## Project Scope

The Unlock Healthy Learning Program (ATscale Supported Project) is a regional initiative focused on scaling up assistive technology for school-aged children across the Pacific. The program has two areas of focus:

- Scale-up integrated vision, hearing and mobility screening to improve access to eyeglasses, hearing aids and mobility aids for school-aged children.
- Create a favourable environment for broader assistive technology sector development.

The program runs from September 2025 to September 2028 and is hosted by UNOPS, implemented under the leadership of Pacific Island governments. A Consortium consisting of The Fred Hollows Foundation (Australia and New Zealand) and the World Health Organisation (WHO) are the implementing partners for Fiji, Samoa, Solomon Islands and Tonga. The Regional Program Coordinator will support delivery across these four countries as part of the FHF–WHO Consortium.

## Purpose of the role:

The Regional Program Coordinator – Unlock Healthy Learning (ATscale) supports the strategic and operational delivery of the ATscale Supported Project across Fiji, Samoa, Solomon Islands and Tonga. Working under the direction of the Regional Program Manager, the Coordinator plays a central role in day-to-day program coordination, financial monitoring, stakeholder support and reporting, ensuring the project is delivered on time, within budget and in alignment with consortium, donor and government priorities.

The role maintains strong working relationships with National ATscale Coordinators in each country, government-appointed ATScale Focal Persons, WHO technical counterparts, and FHF colleagues in Australia and New Zealand. The Coordinator contributes to the cohesion and effectiveness of the FHF–WHO Consortium, supporting the Regional Program Manager to ensure government priorities, technical guidance and Steering Committee directions are translated into effective program implementation.

The successful candidate will bring strong coordination and communication skills, a working knowledge of multi-partner program environments, and a genuine commitment to Pacific-led, inclusive and culturally safe approaches. Experience in assistive technology, disability inclusion, vision, hearing or a related field is highly desirable but not essential.

## Key Responsibilities

### 1. Program Coordination & Delivery

- Support the day-to-day coordination and implementation of ATscale program activities across Fiji, Samoa, Solomon Islands and Tonga, ensuring activities are delivered on time, within scope and in alignment with government priorities and consortium strategies.
- Assist in the development, monitoring and updating of national and regional workplans, tracking progress against agreed milestones and flagging implementation risks or delays to the Regional Program Manager.
- Liaise regularly with National ATscale Coordinators in each country to support activity planning, monitor implementation progress and facilitate information flow across the FHF–WHO Consortium.
- Support the integration of GEDSI principles — including disability inclusion, gender equity and cultural safety — across all program activities and country workplans.
- Contribute to the development of program activity documentation, concept notes and program design materials in collaboration with the Regional Program Manager, technical teams and consortium partners.
- Support regional harmonisation activities with UNICEF as the other implementing partner under the ATscale Supported Project, as directed by the Regional Program Manager.

### 2. Reporting & Knowledge Management

- Support the preparation of high-quality and timely program reports for the ATscale donor, consortium partners, Steering Committee and FHF leadership, ensuring accuracy, completeness and alignment with donor reporting requirements.

- Contribute to monitoring, evaluation, research and learning (MERL) processes, including collating country data, supporting reflection processes and documenting lessons learned to inform ongoing implementation and future design.
- Assist with the development of case studies, communications materials and evidence outputs that demonstrate program impact and support advocacy and policy development.
- Maintain accurate and up-to-date program records, partner files and project documentation through organisational platforms including SharePoint and Accelerator.
- Support the Regional Program Manager in preparation for Steering Committee meetings, including compiling progress updates, preparing documentation and tracking agreed actions.

### **3. Stakeholder Engagement & Relationships**

- Build and maintain effective, respectful working relationships with National ATscale Coordinators, government-appointed ATscale Focal Persons, Ministries of Health, Ministries of Education, Disabled Persons Organisations (OPDs), local organisations and service providers across the four FHF–WHO Consortium countries.
- Support the Regional Program Manager in managing the Consortium relationship with WHO, ensuring timely communication, shared planning and effective coordination across consortium activities.
- Organise and support key program meetings, workshops and stakeholder engagements, including preparing agendas, facilitating logistics, taking notes and tracking agreed actions to completion.
- Assist with the coordination of regional and international meetings on assistive technology, inclusive education and disability inclusion as required.
- Contribute to building and maintaining the positive visibility and reputation of the Unlock Healthy Learning Program among partners, donors and governments in the Pacific.

### **4. Financial & Operational Support**

- Maintain and actively manage country-level and regional budget tracking, ensuring expenditure aligns with approved workplans and flagging variances, underspending or overspending risks early to the Regional Program Manager and FHF finance colleagues.
- Support budget forecasting and reforecasting processes, ensuring inputs from all countries are accurate, timely and aligned with program delivery realities.
- Track and follow up on financial utilisation across countries, identifying bottlenecks in spending (e.g. procurement delays, partner capacity issues) and working with relevant teams to resolve them.
- Coordinate and support the drafting, review and finalisation of Memorandums of Understanding (MOUs), Partnership Agreements, contracts and service agreements, ensuring timely execution and compliance with organisational and donor requirements.
- Coordinate procurement and operational processes, ensuring requests are submitted on time, tracked through to completion, and aligned with implementation timelines.
- Maintain a live risk register, proactively identifying financial, operational and delivery risks across countries, and recommending mitigation actions to the Regional Program Manager.
- Work closely with finance, operations and cross-divisional teams to ensure operational bottlenecks are resolved quickly, enabling smooth and timely program delivery.

### **5. Research & Communications**

- Undertake desk-based research on assistive technology, disability inclusion, hearing, vision and mobility screening to inform program development, policy engagement and partner support.
- Assist in drafting briefs, presentations, and communications materials for government partners, the ATscale donor, consortium stakeholders and other audiences.
- Support proposal development and project design work in collaboration with the Regional Program Manager, Global Office staff and consortium partners as required.
- Contribute to the promotion of program visibility and impact to attract future investment and strengthen partnerships across the Pacific assistive technology sector.

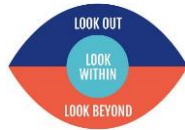
### **Values, Safeguarding and Ways of Working**

- Role model FHF values, Pacific partnership principles and culturally safe, respectful and equitable ways of working.
- Champion safeguarding practices, ensuring they are embedded in project coordination, partner engagement and activity design.
- Ensure GEDSI, disability inclusion and cultural safety principles are actively applied across all program coordination and stakeholder engagement activities.
- Ensure compliance with FHF policies, ATscale donor requirements, safeguarding obligations and relevant regulatory requirements across all program activities.

- Contribute to a safe, high-performing and inclusive team culture within the Pacific Regional Team and across Consortium partners.
- Other tasks as requested by the Regional Program Manager to support effective delivery of the Unlock Healthy Learning Program.

**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.

**Essential Experience:**

- At least 3 years' experience in program coordination or project management, ideally in a multi-country or regional context.
- Experience working in a multi-partner program environment, including coordination across government, technical agencies and international organisations.
- Knowledge of program management principles including workplan development, budgeting, MERL and donor reporting.
- Demonstrated ability to work effectively in cross-cultural environments, with a commitment to Pacific-led and inclusive approaches.
- Experience working in the Pacific region.
- Ability to manage multiple concurrent workstreams and priorities with strong attention to detail.

**Desirable Experience:**

- Experience in assistive technology, disability inclusion, inclusive education, vision, hearing or a related field.
- Familiarity with results-based management, monitoring and evaluation frameworks.
- Experience working with Disabled Persons Organisations (OPDs) or disability-led networks.
- Experience with donor-funded projects, compliance processes and consortium governance arrangements.

**Skills:**

- Strong written and verbal communication skills, including the ability to prepare high-quality reports, briefs and stakeholder communications.
- Excellent organisational and time management skills, with the ability to prioritise and multi-task across a small, dispersed team.
- High degree of flexibility and adaptability to changing program demands and complex partner environments.
- Demonstrated ability to build and maintain respectful relationships with diverse stakeholders including governments, technical agencies and OPDs.
- Sound judgement — knows when to act independently and when to escalate.
- High sense of integrity, ethics and empathy in all interactions.

**Qualifications:**

Bachelor's degree in international development, public health, social sciences or a related field, or equivalent relevant experience.

**Travel:**

Regular domestic and international travel across Fiji, Samoa, Solomon Islands and Tonga is required.

This role purpose defines the broad accountabilities of the positions, which may change based on organisational need. Please refer to the divisional, team and individual work plans for more specific details

**The position involves:**

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

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

**Additional Responsibility:**

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

**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 that are identified as working with children