

ROLE PURPOSE



Role Title: Regional Program Manager

Division: Programs & Partners

Location: Suva, Fiji

Date: October 2025

Employment type: Full time, Fixed-term contract for 3 years, with flexible work arrangement

Reports to: Country Manager – Pacific and Timor Leste

Number of direct reports: 2

Leadership Band: Leads

Project Scope

The Scaling Up Assistive Technology and Related Rehabilitation Services for School-Aged Children (ATScale Supported Project) is a new regional initiative focused on scaling up assistive technology for school-aged children. It 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; and
- Create a favourable environment for broader assistive technology sector development. Activities contributing to both areas will take place from September 2025 – September 2028.

The ATScale Supported Project hosted by UNOPS is implemented under the leadership of the governments of Fiji, Samoa, Solomon Islands, Tonga, Kiribati, Vanuatu and Federated States of Micronesia (FSM). A Consortium consisting of The Fred Hollows Foundation (both Australia and New Zealand) and the World Health Organisation (WHO) are the implementing partner for Fiji, Samoa, Solomon Islands and Tonga, while UNICEF are implementing partner for Kiribati, Vanuatu and FSM.

Purpose of the role:

The Regional Project Manager will provide strategic and operational leadership for the project in Fiji, Samoa, Solomon Islands, and Tonga as part of the FHF-WHO Consortium.

In each country, a National ATScale Coordinator will be employed through the project, working closely with the government appointed ATScale Focal Person/s. The Regional Project Manager will lead the management and reporting of the project, and support implementation in close collaboration with their team and the above national positions. With support from the FHF-WHO Consortium, they will also ensure regional harmonisation across key areas with UNICEF as the other implementing partner.

Working closely with Global Office staff and the Pacific and Timor-Leste team (largely based in Australia), the Manager will act as the first point of call for the Consortium, the donor, government partners and all other stakeholders ensuring that government priorities, technical expertise and Steering Committee outcomes are effectively integrated into project planning, management and implementation. The Manager will serve as the key liaison across partners, donors and stakeholders to promote coherence, alignment, and impact, and ensure that the project is both representative of government interests and meets donor expectations.

The successful candidate will be a highly experienced project and grant manager who can demonstrate a track record of excellence with respect to grant management, project planning and management, and project reporting and learning.

This role also requires exceptional stakeholder management skills and the ability to build and nurture relationships that foster trust, respect, and mutual understanding across a complex network of partners. Given the diverse range of actors involved—including governments, international agencies, Disabled Persons Organisations, and technical partners—the Manager must demonstrate deep cultural awareness and sensitivity to Pacific contexts and ways of working. Success in this position will rely on the ability to create an environment of collaboration, inclusivity, and shared purpose that reflects Pacific-led priorities and values,

The **Regional Program Manager will own the outcomes of:**

1. Program, Grant Management and Strategy

- Support the development of national and regional work plans aligned with government priorities and consortium strategies and objectives, ensuring GEDSI is meaningfully embedded across the project.
- Be accountable to the implementation of activities across Fiji, Samoa, Solomon Islands, and Tonga, ensuring quality delivery and compliance with donor and organisational standards.
- Facilitate integration of technical expertise from Consortium and other partners into country work plans and regional activities.
- Serve as the focal person for the Consortium, ensuring communication and translation of Steering Committee decisions into operational plans.
- Act as the primary focal point for the donor, ATScale, maintaining a strong and transparent relationship that promotes understanding of the Pacific context, priorities and challenges.
- Ensure robust monitoring, evaluation, research and learning (MERL) systems across countries, using data and evidence to inform project design and improvement.

- Prepare high-quality and timely reports and communications for donors, consortium partners, and leadership.
- Support research, case studies, and business cases for financing across advocacy and policy development.
- Champion safeguarding practices ensuring they are built into project design, delivery and staff development.
- Support proposal development and project design in collaboration with the Country Manager, Global Office staff, and consortium partners, as required.
- Promote the visibility and impact of the project to attract future investment and strengthen partnerships.

2. Financial and Operational Management

- Manage and monitor regional project budgets, ensuring financial accountability and compliance with donor and organisational policies, and managing planning and reforecasting requirements as required by the donor and FHF.
- Coordinate contracting and operational processes to ensure efficiency and transparency.
- Ensure all activities are implemented within allocated resources and meet reporting and audit requirements, and FHF's financial policies.
- Maintain a robust risk management matrix, escalating risks as required.

3. Team Leadership

- Lead, mentor, and support two Suva-based Project Coordinators and other regional staff or consultants.
- Foster a collaborative and high-performing team culture that supports innovation and learning.
- Work closely with Global Office and the Pacific and Timor-Leste team to ensure strong coordination and information flow.
- Contribute to staff recruitment, performance management, and professional development to build regional capability.

4. Stakeholder Engagement and Reporting

- Build and maintain effective and respectful relationships with government ministries, OPDs, local organisations, service providers, and development partners such as the Australian Government that demonstrate respect for Pacific-led voice and decision-making processes.
- Act as a liaison between the Consortium, Steering Committee, and national stakeholders to ensure coherence between regional strategy and country implementation.
- Where required, represent the project at regional and international meetings on assistive technology, inclusive education, and disability inclusion.

5. Other tasks as requested by your manager.

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 5–7 years' experience in program management or coordination, ideally in multi-country or regional projects.
- Strong applied understanding of at least one of the following: disability inclusion, inclusive education, and assistive technology.
- Experience working in public health, rehab, AT, vision or hearing.
- Extensive experience in coordinating multi-partner projects and liaising across technical, donors, and government stakeholders.
- Experience working in Pacific countries.

Skills:

- Strong skills in managing donor-funded projects, budgets, and compliance processes.
- Excellent communication, facilitation, and interpersonal skills.
- Demonstrated leadership and team management experience.

Desirable Experience:

- Experience in rehabilitation, vision, hearing or a related field.
- Familiarity with results-based management, monitoring, and evaluation frameworks.

Qualifications:

Tertiary qualification in international development or public health.

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.

Travel:

Domestic and international

Additional Responsibility:

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

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

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