

# ROLE PURPOSE

**Role Title:** Program Cycle Management Coordinator

**Division:** Quality and Learning

**Location:** Philippines, Vietnam, Australia

**Date:** April 2025

**Employment type:** Full time, 2 year Fixed-term contract with flexible work arrangement

**Reports to:** Head of Monitoring Evaluation Reporting, Learning (MERL) Partnerships

**Number of direct reports:** 0

**Leadership Band:** Leads self

## Purpose of the role:

The Program Cycle Management Coordinator is accountable for overseeing and coordinating the program cycle tools and systems, implementation, monitoring, evaluation and research. The role ensures consistency of use and alignment of program practices to The Foundation's strategic framework

The **Program Cycle Management Coordinator (PCMC)** will own the outcomes of:

- Coordination, planning, communication and stakeholder engagement are key aspects of the role, ensuring that guidance, tools and processes are in place for each stage of the program cycle and partnership cycle; that they are responsive to the organizational requirements and priorities, reflect agreed program standards and approaches, and are made accessible to staff.
- The PCMC will work closely with the technical specialists within the quality and learning team (MERL), partnership teams and with Program Quality Advisors to ensure that necessary specialist input in the development of processes and in response to agreed priorities and the core team developing this content.
- The role will work with staff in other teams and divisions i.e. Research, to ensure tools and processes are available for country and market teams.
- Support the rollout and communication of the tools and processes and will liaise with the knowledge management adviser to ensure these are made easily accessible to staff, providing regular updates on changes in current processes
- Support the orientation, training and capacity building of staff in the utilization of tools and processes directing them to appropriate specialist leads
- Seek feedback on the utility of processes and guidance from key stakeholders across the organization, especially from country teams
- Other tasks as requested by your manager

## Our Capabilities:

### As a member of The Foundation 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 of experience in project or program management, preferably in the non-profit sector.
- Excellent communication and interpersonal skills.
- Ability to work independently and as part of a team.
- Strong analytical and problem-solving skills.
- Knowledge of monitoring and evaluation methodologies.
- Proven ability to work effectively in diverse cultural contexts.

## Skills:

- Highly skilled at cross-team collaboration
- Highly proficient with the Microsoft Suite
- Proficient at writing and communicating in English for different audiences
- Attention to detail combined with systems thinking

## Desirable Experience:

- Significant experience in international development & NFP sector.
- Knowledge of broader eye health and vision impairment

## Qualifications:

Degree in international development, humanities or equivalent degree/ work experience.

## Travel:

Domestic & International

This role purpose defines the broad accountabilities of the positions, which may change based on organisational need.

## The position involves:

This position is recognised as having "Contact with Children" either direct or indirect  
This position does not 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