

ROLE PURPOSE



Role Title: Project Manager Workforce	Division: Program Implementation	Location: Rwanda, Kigali	Date: April 2026
Employment type: Fixed Term	Reports to: Senior Program Manager	Number of direct reports: 1-2	Leadership Band: Leads Others

Purpose of the role:

The Project Manager, Workforce leads the design, coordination, and delivery of workforce strengthening interventions within the Fred Hollows Foundation Rwanda Program. The role focuses on building a sustainable, equitable, and well-distributed eye health workforce, aligned with national priorities and health system needs.

The role translates national eye health workforce strategies into effective, evidence-based, and locally owned interventions that strengthen pre-service and in-service training, professional development, mentorship, and advocacy for equitable supply, deployment, and retention of eye health personnel. Working closely with the Ministry of Health, academic institutions, training sites, and key partners, the Project Manager ensures workforce investments contribute to improved service quality, system efficiency, and long-term health systems strengthening.

The role is accountable for delivering the project on time, within budget, and to quality standards, while embedding equity, inclusion, safeguarding, and sustainability across all workforce initiatives.

The Project Manager Workforce will own the outcomes of:

1. Workforce Development Strategy Translation & Technical Delivery

- Lead the design, refinement, and coordinated implementation of eye health workforce interventions aligned with national strategies and priorities.
- Strengthen pre-service and in-service training systems through support to faculty development, training site infrastructure and equipment, mentorship models, and continuous professional development.
- Ensure workforce investments contribute to improved service quality, system efficiency, and equitable deployment and retention.
- Support targeted capacity development to strengthen leadership and research skills among eye health faculty and residents, enhancing training and service delivery quality.

2. Partner Coordination & Local Ownership

- Work closely with the Ministry of Health, academic institutions, training sites, and partners to ensure shared delivery and strong local ownership.
- Coordinate multi-partner implementation, strengthening partner capacity through coaching, joint problem-solving, and clear roles and ways of working.
- Facilitate local, regional, and international professional networks, and technical collaboration to strengthen eye health training, mentorship and continuous professional development systems.

3. Advocacy for Eye Health Workforce Development

- Champion policies, financing frameworks, and partner commitments that enable equitable deployment, supportive working conditions, and retention of eye health personnel.
- Promote a locally led workforce development agenda by convening stakeholders, strengthening accountability mechanisms, and mobilizing support beyond project timelines.

- Advocate for strengthened mentorship, supervision, and continuous professional development for the eye health workforce, using evidence to influence standards, implementation.

4. Planning, Risk, Quality & Compliance

- Develop, refine and manage integrated workplans that translate strategy into deliverable activities, milestones, and clear accountabilities for implementing partners.
- Identify, manage, and escalate delivery, safeguarding, accreditation, and partner-performance risks; maintain mitigation actions and decision logs.
- Assure technical quality and compliance while embedding equity, inclusion, and sustainability in planning and delivery decisions.

5. Financial & Resource Coordination

- Track activity-level budgets against approved workplans in collaboration with Finance, ensuring timely forecasting, documentation, and value for money.
- Coordinate resources, including training costs, equipment, and technical assistance, to support efficient delivery and agreed workforce outcomes.

6. Monitoring, Learning & Reporting

- Work closely with MERL to track workforce milestones, outputs, and outcomes against agreed indicators.
- Use monitoring data and learning to support adaptive management and improve effectiveness and sustainability over time.
- Prepare clear, timely, and accurate donor and management reports, capturing progress, lessons learned, risks, and recommended next steps.

7. Leadership & Ways of Working

- Model collaborative, systems-oriented, and human centered leadership that enables effective partnership delivery.
- Coordinate team members, consultants, and short-term technical assistance to deliver integrated interventions efficiently.
- Collaborate closely with internal teams and relevant stakeholders to deliver the workforce project, applying clearly defined ways of working that ensure coordination, accountability, and timely delivery of agreed outcomes.
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8. Safeguarding & Accountability

- Uphold safeguarding standards across all project activities, relationships, and implementation settings.
- Ensure concerns are identified, reported, and escalated promptly in line with policy and duty of care.
- Promote safe, respectful, inclusive, and accountable environments for partners, participants, and communities.

9. 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 to all interactions.

Essential Experience:

- 5–7 years' experience managing or coordinating complex projects within international development, humanitarian, or public health programmes.
- Proven experience delivering donor-funded projects, including adherence to agreed outputs, timelines, budgets, and reporting requirements.
- Demonstrated experience coordinating multi-stakeholder partnerships, including government ministries, academic and training institutions, NGOs, and technical partners.
- Hands-on experience managing projects, workplans, milestones, risks, and dependencies across multiple workstreams.
- Experience supporting or overseeing training, workforce development, capacity strengthening, or systems-strengthening interventions.
- Experience working closely with technical specialists to translate strategy into coordinated and deliverable activities.

Skills:

- Strong project management skills, including planning, coordination, risk management, and quality assurance.
- Excellent stakeholder engagement and coordination skills, with the ability to work across institutions and cultures.
- Strong organisational and prioritisation skills, managing multiple activities and deadlines simultaneously.
- Ability to translate technical concepts into practical delivery plans and coordination actions.
- Strong communication skills, both written and verbal, including reporting and facilitation.
- Problem-solving mindset with the ability to manage uncertainty, complexity, and changing priorities.
- Strong collaborative leadership style, able to influence without authority.
- Sound judgement and decision-making, particularly in safeguarding, compliance, and risk scenarios.
- High level of professional integrity, accountability, and attention to detail.
- Ability to work independently while remaining aligned with programme and organisational objectives.

Desirable Experience:

- Experience in the international development or Not for Profit sector.
- Experience working within health systems strengthening, medical education, ophthalmology, eye health, or related clinical workforce programmes.
- Experience managing or coordinating projects involving accreditation, professional training standards, or institutional readiness.
- Exposure to faculty development, simulation-based training, or clinical training infrastructure projects.
- Experience supporting government-led or nationally owned programmes aligned to sector priorities.
- Experience contributing to adaptive management, using learning and implementation insights to adjust delivery approaches.
- Previous line-management or functional leadership experience (formal or informal).

Qualifications:

- Bachelor's degree in project management, public health, international development, health sciences, social sciences, or a related field, or equivalent professional experience. Master's Degree would be a plus.

Desirable:

- Formal project management training or certification (e.g. PRINCE2, PMP, Agile, or equivalent).
- Safeguarding, compliance, or ethics training relevant to development contexts.

Travel: Domestic/International

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.

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 Rwanda.
- Undergo background checks including criminal records and qualifications check.
- Undergo working with children check for positions that are identified as working with children.