

ROLE PURPOSE

Role Title: Project Officer (PO)
Pacific & Timor-Leste

Division: Programs

Location: NSW, QLD,
VIC

Date: August 2025

Employment type: Full time
Fixed-term 15-month contract
with flexible work arrangement

Reports to: Program
Coordinator- Pacific and Timor
Leste

**Number of direct
reports:** 0

Leadership Band:
Leads Self

Purpose of the role:

The Foundation currently manages a portfolio of programs across Fiji, Kiribati, Nauru, Papua New Guinea, Solomon Islands, Vanuatu and Timor-Leste. With no country offices in these locations, The Foundation works in close partnership with Ministries of Health, research institutes, intergovernmental agencies and other non-governmental organisations to deliver projects.

The Pacific and Timor-Leste (PTL) portfolio is entering a key phase of transition and sustainability planning, with an emphasis on strengthening local capacity and, where relevant, supporting the handover of activities to national Ministries of Health and other partners.

The Project Officer (PO) will play a central role in supporting this work across a diverse portfolio of projects, including the transition of the Pacific Trachoma Program, and other initiatives across the Pacific and Timor Leste. The role will work with the PTL team to coordinate project activities, support contract management, monitor and report on progress, ensure risk and compliance requirements are met, and contribute to knowledge capture and lessons-learned processes. The PO will also help maintain strong relationships with a wide range of stakeholders to safeguard the impact and sustainability of The Foundation's work in the region.

Key Responsibilities:

1. Work with the Program Coordinator and Program Manager to support delivery of the Pacific and Timor-Leste portfolio, including activities related to the transition of the Pacific Trachoma Program and the sustainable handover of activities to Ministries of Health and other partners.
2. Contribute to the design, implementation, and reporting of program activities, including preparing inputs for internal and external reporting requirements.
3. Leads Annual Reflections processes
4. Organise and support key meetings with a diverse array of stakeholders, including MOHs, WHO, research institutes and NGOs, including taking notes and tracking actions
5. Work alongside the Global Operations Coordinator and other cross divisional support roles to ensure they have the information and instructions they need to do support tasks
6. Provide back-up operational support as needed, including registering contracts and purchase orders
7. Undertake desk-based research of expert material to inform program development, policy and practices
8. Assist in drafting briefs and presentations for government, donors or other audiences
9. Maintain project and partner records and files through platforms such as Sharepoint and Accelerator
10. Upload program and CO photos and associated child consent forms to FHF internal platform, PhotoShelter
11. Carry out other duties as requested by the manager to support the effective delivery of the Pacific and Timor-Leste portfolio

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:

- Experience within a Project Officer role, preferably within a similar context
- Knowledge of end-to-end project management principles in a Program context, including budgeting and reporting.
- The ability to work in a diverse work environment.
- Proven ability to influence and work with multiple internal stakeholders and communicate your needs and context effectively.

Skills:

- A results-oriented team player
- Adaptive nature that can easily adjust to changing work demands.
- Can flex up when needed, by being able to develop and implement effective work systems, while at other times happy to flex down being comfortable getting your hands dirty when the whole team is needed to get an outcome.
- Demonstrated capacity to work effectively in cross-cultural environments.

Desirable Experience:

- Experience working in the Pacific and/or Timor Leste context.
- Experience in working with Ministries of Health or intergovernmental organisations.
- Previous hands-on experience in project implementation and working through partners.
- Ability to support the development of skills and capacity including training initiatives.

- Must be able to build and maintain strong relationships with a wide range of stakeholders.
- Ability to focus on building structure while concurrently having comfort with ambiguity to succeed within the evolving and sometimes demanding contexts.
- High sense of integrity, ethics, and ability to be empathic.
- Sound judgement; knows when to act or when to escalate

Qualifications:

Bachelor's Degree or relevant experience.

Travel:

This role may require regular domestic and international travel

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