

ROLE PURPOSE

Role Title: Senior Cluster Program Manager

Division: Programs & Partners

Location: China

Date: March 2025

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

Reports to: Cluster Director - China, Cambodia, Laos, Vietnam and Indonesia

Number of direct reports: N/A

Leadership Band: Leads Others

Purpose of the role:

The **Senior Cluster Program Manager** is accountable for working with Cluster Director to ensure the delivery of high-quality strategic planning, design and operational delivery of cluster country programs that are aligned to The Foundation's strategic framework.

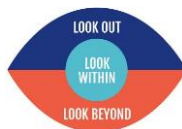
The **Senior Cluster Program Manager** will own the outcomes of:

- 1. Strategic Planning and Implementation:** Providing technical support and input for planning, developing, and implementing cluster country programs that align with The Foundation's overall strategy. This includes ensuring clarity, communication, and implementation of the strategy across all countries within the cluster.
- 2. Advocacy and External Relations:** Undertaking advocacy efforts in line with The Foundation's Advocacy & Government Engagement Strategy. Facilitate building strong internal and external relationships across cluster countries, including with officials from multilateral and bilateral agencies, government agencies, peer agencies, NGOs and donors.
- 3. Technical and Operational Support:** Providing technical and operational support to country programs to ensure effective and efficient delivery of program activities, with a focus on supporting cluster country programs' monitoring, evaluation, reporting and learning (MERL), and facilitating the provision of specialist technical support to country program teams and implementing partners.
- 4. Team Collaboration and Development:** Developing strong business relationships across cluster countries and driving shared initiatives. Collaborating with various teams to maintain strong relationships and build capability within and across cluster country teams to foster a culture of engagement and collaboration.
- 5. Compliance and Governance:** Supporting country teams to ensure compliance with all relevant legislative, reporting, and governance requirements locally and in line with Head Office.
- 6. Other Responsibilities:** Performing other tasks as requested by the 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:

- Previous experience on program development, implementation, management & coordination in international development sector at country and regional levels.
- Extensive professional experience in international development or public health.
- Extensive experience in negotiating and partnering with various stakeholders, including government, multilateral, and non-government agencies.
- Significant years of experience in proposal writing, program design, and monitoring, evaluation, reporting, and learning (MERL), including research.
- Experience in working with cross cultural teams.
- Experience in transferring skills and capacity building of staff.
- Knowledge of specific region, countries and cultures the role works across.
- Ability to travel to the ASEAN region (Primarily – China, Cambodia, Laos, Vietnam & Indonesia).

Skills:

- Strong facilitation skills – with the ability to work collaboratively with multiple teams / working groups and effectively engage people across the organisation.
- Outstanding interpersonal, presentation and negotiation skills.
- Strong skills in the Microsoft office suite.

Desirable Experience:

- Knowledge of the health and eye health sector is highly desirable
- Experience of the region would be valuable asset.

- Demonstrated financial management skills.
- Training skills.
- Advanced English writing and editing skills to meet the standards of different internal and external stakeholders, such as government partners, donors, etc.
- Strong problem-solving skills to address challenges and find effective solutions.
- Ability to adapt to changing circumstances and work effectively in a dynamic environment.

Qualifications:

- Master's degree or higher.
- Formal qualification in International development and/or public health.

Travel:

In-country and internationally

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 China 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