

ROLE PURPOSE

Role Title: Program Coordinator

Division: Programs and Partners

Location: Beijing or Kunming, China

Date: July 2026

Employment type: Fix-Term Full Time Contract

Reports to: Senior Cluster Program Manager

Number of direct reports: None

Leadership Band: Leads self

Purpose of the role:

The Program Coordinator is accountable for coordinating and supporting the effective management, implementation, monitoring and reporting of the Women and Children Eye Health Project in China. The role will work closely with implementing partners, government stakeholders and internal teams to integrate gender-equitable and inclusive eye health approaches into maternal and child health, primary health care and community-based service delivery systems, while ensuring compliance with The Foundation's policies, donor requirements, agreed work plans and budgets.

The Program Coordinator will own the outcomes of:

1. Effective project planning, coordination and delivery of the Women and Children Eye Health Project in line with the approved project design, partnership agreements, annual work plans and budgets.
2. Strong coordination with local health commissions, maternal and child health institutions, Women's Federation, education, Disabled Persons' Federation, community health providers and other relevant stakeholders at project sites to support multisectoral implementation and system integration.
3. Quality implementation of project activities including capacity building, service pathway development, community awareness, field monitoring, learning activities and partner coordination meetings.
4. Timely monitoring, data collection, analysis and reporting of project progress, with attention to gender, age, disability, place of residence and other equity dimensions.
5. Sound financial and operational management, including supporting annual budgeting, expenditure tracking, partner budget monitoring, financial documentation and risk identification in collaboration with Finance and Operations teams.
6. Strong partner relationships and compliance with The Foundation's program quality, safeguarding, procurement, financial management, risk management and donor reporting requirements.
7. Documentation of learning, case stories, good practices and evidence to support policy engagement, replication and future fundraising for women and children's eye health; and 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:

- Strong experience in public health, health system strengthening, international development or social development project management.
- Demonstrated experience coordinating complex projects with government partners, hospitals, community-level service providers and/or civil society stakeholders.
- Experience in project planning, implementation monitoring, risk management, reporting and partner coordination.
- Experience supporting project budgets, expenditure tracking, partner financial monitoring and basic financial documentation.
- Experience working across multiple stakeholders, cultures or administrative levels, preferably in China's public health or primary health care context.

Skills:

- Excellent project management, coordination, planning and problem-solving skills.
- Excellent communication, facilitation and stakeholder engagement skills, especially with government and implementing partners.
- Strong budget management, expenditure monitoring and administrative coordination skills.

Desirable Experience:

- Knowledge of China's health commissions, maternal and child health system, primary health care system, Women's Federation and/or education system.
- Experience in eye health, maternal and child health, child health, gender equity and inclusion, disability inclusion or community health programming.

- Good analytical skills and ability to use project data to support monitoring, learning and reporting.
- Excellent written and verbal communication, report writing and documentation skills in both English and Chinese.
- High proficiency in Microsoft Office and ability to manage competing deadlines independently.

- Experience working with NGOs, foundations, donors or international development organisations.
- Experience supporting training, workshops, evaluations, operational research or documentation of project learning and case stories.

Qualifications:

Bachelor's degree or above in public health, health management, social development, public administration, social science, project management or a related field. Fluency in Chinese and English is required.

Travel:

Frequent domestic travel to project sites and partner locations is required. The role requires the ability and willingness to undertake regular field visits across provinces; occasional international travel may also be required.

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