

ROLE PURPOSE



Role Title: Program Coordinator

Division: Programs and Partners

Location: Kathmandu

Date: September 2026

Employment type: Fixed-term, full time contract

Reports to: Country Manager

Number of direct reports: 0

Leadership Band: Leads Self

Purpose of the role:

The Program Coordinator (PC) is accountable for the coordination, implementation, and monitoring of FHF Nepal project activities working closely with Nepal Eye Program- Tilganga Institute of Ophthalmology (TIO), regional partner hospitals, government stakeholders and all other relevant stakeholders.

The PC will also support relevant components of the broader FHF Nepal project, ensuring alignment, collaboration, and evidence generation across multisectoral platforms.

Key areas of accountability include:

1. Coordinate day-to-day implementation of the FHF Nepal project ensuring alignment with Nepal country strategy, project goals and FHF values.
2. Develop project workplans and ensure timely, high-quality delivery of all project activities.
3. Support integration of eye health in primary health system as per Nepal Government Eye Health Strategy.
4. Serve as the primary focal point for TIO, regional partner hospital, government stakeholders and other stakeholders.
5. Coordinate and maintain a multi-stakeholder steering committee, facilitating regular meetings and effective collaboration across partners.
6. Organise and support training activities with TIO, including training for different relevant participants
7. Contribute to effective project implementation through regular high-quality planning, implementation, monitoring, reporting, and evaluations.
8. Coordinate project financial and operational matters.
9. Prepare high-quality reports, including project updates, quarterly reports, field visit reports, donor reporting, and documentation for internal learning.
10. Identify, monitor, and mitigate risks related to project implementation, partnerships, worker participation, and operational challenges.
11. Undertake additional tasks as requested to support the success of the initiative and FHF.

Our Capabilities:

As a member of The Foundation Family you will:



- Live by the values of The Foundation and support The Foundation's culture, performance and brand.
- Adhere to all The Foundation's policies and procedures.
- Strengthen the health, safety and well-being of all/look out for the well-being.
- Lead, collaborate and contribute to all interactions.

Essential Experience:

Experience

- Minimum of five years of work experience in the health and development sector.
- Experience in the implementation of health projects and required outcomes.
- Proven ability to influence and work collaboratively with partners/stakeholders.
- Managing outcomes through partners and relationships with key stakeholders.
- Experience in working with INGOs and or NGOs

Skills:

- Project management skills and ability to manage and juggle several projects concurrently.
- Experience with a mix of practical technical skills necessary for strengthening the quality of eye care services and health system at the grassroots, provincial and national levels.
- Demonstrated capacity to build and maintain productive working relationships with a wide network of partners and stakeholders.
- Strong oral and written communication skills in English.
- Proficiency in the use of computer programs. Desirable Experience:
- Worked in non-profit or in eye health or public health or community development or related fields.
- Proven ability to influence and work with partners and stakeholders.
- Excellent interpersonal and stakeholder engagement skills.

Desirable Experience:

- Worked in non-profit or in eye health or public health or community development or related fields.
- Proven ability to influence and work with partners and stakeholders.

- Aptitude to work independently and in a team environment. General knowledge or understanding of Nepal government structure, local administration, inter relation among departments.

Qualifications:

Relevant Bachelor's, (Masters preferred) degree or equivalent (e.g., Health Management, International / Community Development, Social Science, Public Health).

Travel:

Domestic

Or International (when 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 recognized as having "contact with Children", either direct or indirect.

This position does involve "working with Children".

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 Nepal 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