

# ROLE PURPOSE

**Role Title:** Head of Programs-Cambodia (HP-C)

**Division:** Global Program

**Location:** Cambodia

**Date:** May 2025

**Employment type:** 2 years fixed duration, possible renewal

**Reports to:** Country Manager

**Number of direct reports:** 3

**Leadership Band:** Leads Others

## Purpose of the role:

The Head of Programs-Cambodia (HP-C) provides leadership and strategic oversight of The Fred Hollows Foundation's (FHF) country program portfolio in Cambodia. Reporting to the Country Manager, the HP-C collaborates with technical resources from FHF's headquarters, global offices, and country support networks to drive the successful delivery of a national program which takes a systems/sustainable approach to scaling quality cataract and refractive error services. This includes leading the implementation, monitoring, and review of the program to ensure effective and efficient delivery aligned to the national strategy, while also managing donor relationships to sustain and expand support. The HP-C will lead the national program in collaboration with key development stakeholders to strengthen the eye health system within the health sector and across related fields in Cambodia. The HP-C leads and manages the country program team. Where overseeing a grant, the role will also have a dual reporting line to global donor management leadership and be highly accountable to the donor for the delivery of the grant.

## The Head of Programs-Cambodia (HP-C) will own the outcomes of:

1. Manage the country program team, providing clear leadership and direction.
2. Lead the design, implementation, monitoring, evaluation, reflection, and learning processes across all country programs and projects.
3. Oversee project budgeting and financial management to ensure accountability and efficiency.
4. Develop and maintain strong relationships with project partners, including government agencies, UN agencies (e.g., UNFPA, WHO, UNICEF, UNOPS, UNDP), bilateral donors (e.g., DFAT, USAID, KOICA, JICA), development partners, NGOs, private sector stakeholders, and others.
5. Serve as the primary point of contact for donors, ensuring transparent and effective communication.
6. Engage and coordinate with other development projects to leverage synergies, ensure complementarity, and maximize development impact.
7. Represent The Fred Hollows Foundation externally with professionalism and strategic alignment.
8. Lead the development and submission of program and project reports for internal and external audiences.
9. Monitor and manage project risks, including proactive reporting and mitigation measures.
10. Develop and implement a communications strategy to highlight project outcomes and impact.
11. Contribute to the development of The Foundation's strategic direction in Cambodia.
12. Lead advocacy efforts with the Cambodian government to advance eye health priorities.
13. Perform other duties as assigned by the Country Manager or The Foundation's leadership.

## 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:

- Excellent presentation skills, with the ability to convey information clearly to diverse audiences.
- Proven experience in negotiating and partnering with government agencies and development partners.
- Experience in social development, public health, or rehabilitation sectors; exposure to eye health programs is an advantage.
- Demonstrated experience in high-level representation, strategic advocacy, and stakeholder engagement with senior government officials, multilateral agencies, and other partners.
- Familiarity with managing medium to large projects or similar bilateral and multilateral donors.
- Strong leadership skills, with the ability to lead teams and influence senior stakeholders effectively.
- Experience in resource mobilisation and a proven track record of securing significant funding for local programs.
- Strong financial acumen, with the ability to develop and implement sound financial policies and procedures.
- Excellent project management skills; prior exposure to eye health-related programs is an asset.
- Outstanding communication skills, with the ability to work effectively in cross-cultural environments and fluency in written and spoken English.

**Skills:**

- Project/Program management
- Monitoring and Evaluation
- Health program development
- Health system strengthening
- Capacity building to partners
- Sub-grant management
- Strong English competency

**Desirable Experience:**

- Eye health clinical experience
- Health sector development experience.

**Qualifications:**

Master's degree in Public Health, International Development, or a related field.

**Travel:**

International/Domestic

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 not 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 Cambodia
- Undergo background check including criminal records and qualifications check
- Undergo working with children check for positions that are identified as working with children