ROLE PURPOSE

The Fred Hollows Foundation

Role Title: Program Coordinator

Division: Programs & Partners

Location: Vientiane Lao PDR

Date: Jan 2027

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

Reports to: Senior Program Manager

Number of direct reports: N/A

Leadership Band: Leads Self

Purpose of the role:

The Project Coordinator is responsible for coordinating and monitoring the planning and implementation of program activities across multiple provinces, ensuring all activities are delivered on time and aligned with the Country Strategy. This role facilitates collaboration and communication with the National Ophthalmology Centre (NOC), Provincial and District Health Offices, hospitals, and NGO partners to support consistent delivery, effective problem-solving, and achievement of project outcomes.

The role also supports the Foundation's advocacy and communication work in Laos, helping to raise the profile of eye health and build government and partner commitment.

The **Program Coordinator** will own the outcomes of:

1. **Project planning, Implementation, and Monitoring** - Coordinates planning, implementation, and monitoring of program activities across multiple provinces, ensuring delivery is on time and aligned with the Country Strategy. Supports partners in preparing and monitoring annual budgets, reviewing fund requests and settlements, and ensuring proper use of project assets.
2. **Stakeholder Collaboration** - Facilitates coordination and communication with NOC, Provincial and District Health Offices, hospitals, and NGO partners to ensure effective delivery and problem-solving. Provides support to other project teams for quarterly activity planning and budgeting as needed.
3. **Coordination and Logistics** - Oversees logistics and coordination for partner-led activities, training, and outreach, ensuring smooth operations, efficient resource use, and administrative support to program activities.
4. **Reporting and Data management** - Consolidates and reviews partner reports and data for accuracy and timeliness, including coordination of monthly and quarterly progress reports across all projects.
5. **Meeting and Workshop** - Participates in coordination and technical meetings with MoH, NOC, and provincial stakeholders, as well as government and partner meetings, sharing updates, lessons learned, and progress. Supports preparation of partner meetings, training, and mentoring activities.
6. **Advocacy –** Supports the Program Manager in advocacy with government and partners to strengthen eye health in plans, budgets and health financing. Prepares evidence and briefing materials and follows up agreed actions.
7. **Communication and Documentation** – Documents and shares program results, stories and lessons learned through reports, communications and events, in line with Foundation branding, consent and safeguarding guidelines.
8. 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 health, safety and well-being of all/look out for the well-being.
4. Lead, collaborate and contribute to all interactions.

Essential Experience:

- 3–5 years of experience in project coordination or program implementation, ideally within the health or development sector.
- Experience working with government agencies, NGOs, or community partners in multi-stakeholder environments.
- Experience in coordinating or monitoring program budgets, financial reports, and partner activities.
- Experience in data collection, reporting, and program monitoring.

Skills:

- Strong coordination, communication, and partnership skills.
- Analytical and problem-solving mindset.
- Proficiency in the use of computer programs
- Aptitude to work independently and in a team environment
- Proficiency in English is desirable but not essential.
- Good writing and presentation skills in Lao and English, including preparing simple briefs, stories and photos for communication.

Desirable Experience:

- Worked in non-profit or government sector, in public health or related fields.
- Proven ability to influence and work with partners and stakeholders.
- Ability to work independently and in a team environment.
- Experience in advocacy, communication or partner engagement in health or development programs.

Qualifications:

The position involves:

This position is recognised as having "Contact with Children" either direct or indirect

Bachelor's degree in relevant fields (Social Development, Public Health or related)	This position does involve "Working with Children" either direct or indirect.
Travel:	**Additional Responsibility:**
Regular travel within Lao, Occasional regional travel	Ensure that the work for which they are responsible is carried out in ways which safeguard the health and safety of workers.
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	**To work in The Foundation, you will:** • Be eligible to work in Laos 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