ROLE PURPOSE

The Fred Hollows Foundation

Role Title: Program Coordinator

Division: Global Programs

Location: Da Nang, Viet Nam

Date: December 2026

Employment type: Full time, 3 years Fixed-term contract with flexible work arrangement

Reports to: Program Manager

Number of direct reports: N/A

Leadership Band: Leads Self

Purpose of the role:

The Program Coordinator is responsible for coordinating and supporting the effective implementation of assigned eye health projects in collaboration with implementing partners in Viet Nam. Reporting to the Program Manager, the role supports project planning, implementation, monitoring, partner coordination and reporting to ensure activities are delivered in line with approved project plans, budgets and The Foundation's standards.

The project coordinator will own the outcomes of:

1. **Project implementation:** Coordinate the day-to-day implementation of assigned projects and activities with guidance from the Program Manager, ensuring delivery is in accordance with approved plans, budgets, timelines and project requirements.
2. **Monitoring and issue identification**: Monitor implementation progress, identify risks or issues early, and work with the Program Manager and partners to agree and implement appropriate actions.
3. **Partner coordination**: Build and maintain effective working relationships with implementing partners and stakeholders to support timely and quality project delivery.
4. **Partner capacity**: Identify partner capacity needs and support agreed capacity-strengthening activities in collaboration with the Program Manager and relevant technical teams.
5. **Planning and reporting:** Coordinate the preparation of project workplans, progress reports and other required project documentation, ensuring information is accurate and provided on time**.**
6. **Monitoring, evaluation and learning**: Collect and maintain reliable qualitative and quantitative project data, undertake field monitoring, document lessons learned and contribute to project learning and reporting.
7. **Financial monitoring**: Monitor project expenditure against approved budgets and work with partners and the Program Manager to identify and address budget variances or issues.
8. **Technical collaboration**: Work with Foundation technical teams and partners to support quality implementation, share learning and contribute to continuous improvement.
9. **Project development**: Contribute implementation learning, project information and partner perspectives to project planning and design as required.
10. Carry out other tasks as requested by the line manager and the country office where appropriate.

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 to all interactions.

Essential Experience:

- At least 3–5 years' relevant experience in project/program coordination, implementation, monitoring and reporting.
- Experience working with implementing partners and stakeholders.
- Experience supporting project budgets and monitoring expenditure.
- Experience collecting and reporting qualitative and quantitative program data.
- Experience in health, public health, development or a related sector.

Skills:

- Project coordination and organisation, with the ability to manage priorities and meet timelines.

Desirable Experience:

- Worked in non-profit or government sector, in eye health or public health or related fields.

• Communication and relationship management across partners, stakeholders and teams. • Analytical and problem-solving skills to identify issues and support practical solutions. • Monitoring, reporting and financial skills, including project data and budget monitoring. • Collaboration and adaptability, including supporting partner capacity and continuous improvement.	• Proven ability to influence and work with partners and stakeholders.

Qualifications:

Bachelor's or Master's degree in a relevant field, such as social development or public health.

The position involves:

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

Travel:

Domestic (frequently),

Or International (when required)

Additional Responsibility:

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 Vietnam and other regions where you will be based.
- Undergo background checks, including criminal records and qualifications checks.
- Undergo working with children check for positions that are identified as working with children.