

# ROLE PURPOSE

**Role Title:** Project Coordinator

**Division:** Programs and Partnerships

**Location:** North Sumatra, Indonesia

**Date:** June 2026

**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 plays a key role in delivering The Foundation's provincial eye health program. The role coordinates implementation across partners and districts, ensures activities align with workplans and budgets, and supports provincial health offices in integrating eye care into local health systems.

Working closely with the Senior Program Manager, the position helps translate national and provincial priorities into effective local action—strengthening partnerships, improving coordination, and ensuring quality, inclusive eye health services for communities.

The Project Coordinator will own the outcomes of:

1. **Program Coordination and Implementation** - Leads the day-to-day coordination of provincial project activities, ensuring timely and quality delivery in line with agreed plans, budgets, and MoU commitments with the Ministry of Health and Provincial Health Offices.
2. **Partner Engagement and Capacity Strengthening** - Works closely with Provincial and District Health Offices, hospitals, and NGOs to support joint planning, training, and reporting. Builds local capacity in project management, financial compliance, and data quality.
3. **Monitoring, Evaluation, and Learning** - Coordinates data collection and reporting using Power BI, Accelerator, and SharePoint. Tracks progress against indicators, supports review meetings, and promotes continuous learning across partners.
4. **Finance and Operations Support** - Collaborates with the Finance and Operations team to manage forecasts, procurement, and expenditure reporting, ensuring all activities comply with The Foundation's policies and donor requirements.
5. **Stakeholder Engagement and Communication** - Acts as a key liaison for provincial stakeholders, facilitating communication between partners, health offices, and The Foundation. Supports advocacy, visibility, and community engagement efforts to promote eye health.
6. **Health, Safety, and Safeguarding** - Ensures compliance with The Foundation's policies on safeguarding, health, safety, and inclusion, and models the organisation's values in all work and relationships.
7. 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 to all interactions.



## Essential Experience:

- Minimum three (3) years' experience in coordinating projects in public health or international development.
- Proven experience working with government and NGO partners, preferably in health programs.
- Demonstrated ability to plan, implement, and monitor multiple activities within tight timelines.
- Strong interpersonal and communication skills in Bahasa Indonesia and English.

## Skills:

- Program coordination and monitoring
- Partner relationship management
- Financial and operational understanding
- Reporting and data management (Power BI, Accelerator, SharePoint)
- Training facilitation and stakeholder engagement

## Desirable Experience:

- Experience in eye health or non-communicable disease programs.
- Understanding of Indonesia's decentralised health system and provincial planning processes.

## Qualifications:

Degree in Public Health, Medicine, Nursing, Social Sciences, Development Studies, or a related field

## 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.

## Travel:

## Additional Responsibility:

Frequent domestic travel within the province and occasional travel to other locations in Indonesia.

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

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 Indonesia 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