

ROLE PURPOSE

Role Title: Project Officer

Division: Global Program

Location: Cambodia

Date: May 2025

Employment type: 2 years fixed duration, possible renewal

Reports to: Head of Programs - Cambodia

Number of direct reports: None

Leadership Band: Leads self

Purpose of the role:

The Project Officer is accountable for working with implementing partners in Cambodia for the planning and implementation of FHF Cambodia's projects that align to The Foundation's strategy.

The Project Officer will own the outcomes of:

1. Coordinate program and project activities to ensure implementing partners achieve agreed objectives and outcomes in line with project design documents, Annual Partnership Agreements, work plans, and budgets.
2. Assist partners with the timely mobilization of goods, commodity and services necessary to initiate and complete project activities.
3. Ensure timely submission of high-quality reports from partners, including data entry and validation.
4. Review and approve requisitions to ensure they align with planned and budgeted activities.
5. Actively contribute to the development of project proposals and design documents.
6. Support implementing partners to ensure compliance with the Foundation's program implementation, financial management, and compliance procedures.
7. Monitor and evaluate project implementation to ensure progress toward intended outcomes.
8. Support partners in preparing and monitoring annual financial budgets, including review partner advances and settlements, ensure timely submission of financial reports, and oversee appropriate use of project assets in accordance with Foundation policies.
9. Collaborate closely with the relevant program team members to oversee project activities, including frequent field visits to project sites.
10. Represent The Foundation in provincial and district level meetings
11. Identify and recommend new strategies or approaches, and document lessons learned for continuous improvement.
12. Collect data to develop case studies and beneficiary testimonies.
13. 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 in all interactions.



Essential Experience:

- Strong experience in project implementation management, including budget development and monitoring.
- Experience in the implementation of health projects and required outcomes.
- Proficient in computer applications, including MS Word, MS Excel, PowerPoint, and internet browsing tools.
- Proven ability to influence and work collaboratively with partners/stakeholders.
- Managing outcomes through partners and relationships with key stakeholders

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:

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

Travel:

International/Domestic

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.

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 Cambodia
- Undergo background check including criminal records and qualifications check
- Undergo working with children check for positions that are identified as working with children