# ROLE PURPOSE

The Fred Hollows Foundation

**Role Title**: Project Manager | **Division:** Programs | **Location:** Dhaka | **Date:** November 2026

**Employment type:** Fixed-term full time | **Reports to:** Senior Program Manager | **Number of direct reports:** 1 | **Leadership Band:** Leads Others

**Purpose of the role:**

The Project Manager is accountable for the strategic planning, design and operational delivery of assigned projects that are aligned to The Foundation's Country Strategy and Global Strategic Framework. The role oversees day-to-day project implementation, manages implementing partnerships, and provides technical guidance to ensure project activities, budgets, and deliverables meet approved plans, quality standards, and organizational requirements. This role also contributes to project development, advocacy, research, evidence generation, and health systems strengthening to improve access to sustainable, affordable, accessible, and inclusive eye care services for marginalized communities.

A key responsibility of this role is to work closely with the nationwide Diabetic Retinopathy (DR) project development and piloting initiative in Rajshahi Division, ensuring effective coordination, implementation oversight, and systematic documentation of the pilot's processes, outcomes, challenges, and lessons learned. The Project Manager will analyse implementation evidence and, where necessary, facilitate action research to inform program improvement and develop evidence-based recommendations for potential nationwide scale-up.

The role also strengthens collaboration with government agencies, NGOs, private sector actors, and other stakeholders; monitors project performance and budget utilization; ensures quality reporting and data management; and recommends corrective actions to address implementation gaps. Through effective partnership management, team coordination, and continuous learning, the Project Manager contributes to program quality, accountability, organizational learning, and the sustainable expansion of equitable and inclusive eye care services.

**The Project Manager will own the outcomes of:**

**Project Planning and Implementation**

- Plan, coordinate, implement, and monitor the DR pilot project in Rajshahi Division in alignment with the Foundation's Country Strategy, Global Strategic Framework, DR Position Statement, and approved project plans.
- Oversee day-to-day project activities under the supervision of line Manager, ensuring quality implementation, achievement of targets, and efficient budget utilization.

**2. Pilot Oversight and Scale-up Readiness**

- Systematically document and analyse the pilot's implementation processes, results, challenges, costs, and lessons learned.
- Assess the feasibility, effectiveness, sustainability, and scalability of the DR service delivery model to inform potential nationwide expansion.
- Coordinate evidence generation and facilitate action research, where necessary, to address evidence gaps and guide scale-up planning.

**3. Partnership and Stakeholder Coordination**

- Coordinate with implementing partners, government agencies, health facilities, and relevant stakeholders to ensure effective project delivery.
- Provide operational guidance to partners, monitor their performance, and follow up on agreed actions to address implementation challenges.

**4. Monitoring, Evaluation, Learning, and Reporting**

- Monitor project progress against approved workplans, indicators, targets, and budgets, identifying gaps and recommending corrective actions.
- Ensure accurate data management, timely reporting, and systematic documentation of achievements and lessons learned.
- Share pilot findings and evidence-based recommendations with the Senior Program Manager to support program improvement and scale-up decisions.

**5. Quality Assurance and Inclusive Programming**

- Support quality assurance and adherence to approved protocols and service delivery standards in coordination with relevant clinical professionals.
- Promote gender-responsive and disability-inclusive approaches to improve equitable access to DR screening, referral, treatment, and follow-up services.

**6. Resource Management and Compliance**

- Monitor budget utilization and project resources to ensure efficient and accountable implementation.
- Ensure compliance with organizational policies, donor requirements, safeguarding standards, and reporting procedures.
- Provide regular updates to the Senior Program Manager on project progress, risks, challenges, and resource needs.

**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:**

- Significant progressive work experience, preferably in the development sector with a local or international development organization.
- Strong experience in mid level program management, strategic planning, project implementation, monitoring, partnership management, and project development.
- Experience in dealing with a variety of Government ministries, regulatory bodies, local and international donor organizations, and other partners.
- Experience in research, assessments, evidence generation, and proposal development.
- Understanding of trends and standards in development work in Bangladesh.
- Experience in inclusive development, disability inclusion, gender-responsive programming, or health systems strengthening initiatives would be an advantage.

**Skills:**

- Strong leadership, stakeholder engagement, partnership management, and advocacy skills.
- Excellent strategic thinking, analytical, problem-solving, and decision-making skills.
- Strong report writing, proposal development, facilitation, and presentation skills.
- Strong program planning, monitoring, evaluation, and quality assurance skills.
- Excellent communication and relationship management skills.
- Computer literate; experience in database management, and use of Microsoft packages such as Outlook, Word, PowerPoint, Excel, and Access.

**Desirable Experience:**

- Experience in eye pilot initiatives, diabetic retinopathy, cataract programming, or non-communicable disease management e.g., diabetes.
- Experience in disability-inclusive, gender-responsive, and community-based health programming.

**Qualifications:**

Master's degree in Public Health, International Development, Social Sciences, Health Management, or a relevant discipline.

**Travel:**

Yes, both internationally and domestically

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 recognized as having "contact with Children", either direct or indirect.

This position does involve "working with Children".

**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:**

Eligibility to work in Bangladesh.

Preparedness to undergo background checks including Criminal records check and qualifications check.

Preparedness to undergo an additional working with children check for positions which have been identified as having access to Children.

Availability to travel domestically and internationally.