



**The Fred Hollows  
Foundation**

## **Job opportunity: Central Australia Eye Health (CAEH) Project & Administration Officer**

### **Organisational profile**

The Fred Hollows Foundation is a non-government development organisation which seeks to eradicate avoidable blindness in developing countries and improve the health and life expectancy of Indigenous Australians.

### **Job summary**

Full time one year fixed term based in Alice Springs. Some interstate and remote community travel will be required. The position is split between project support and administrative duties. The major responsibilities include -

1. Project management of Ready Readers Program across Central Australia / Barkly regions.
2. Provide project management support to the development, implementation and monitoring/evaluation of a "Surgery Champions" pilot across Central Australia/Barkly regions.
3. Other project management arising from agreed actions from the CAIEHS Work Plan 2009.
4. Project management and administrative support for Intensive Surgery Weeks.
5. Secretariat support to the Central Australian Strategic Eye Health (CASEH) Advisory Committee and Central Australian Eye Health (CAEH) Operational Group.
6. General administrative support to the Central Australian FHF Office including filing, accounts and other duties as required.

### **Location**

The position is based in the FHF Office in Alice Springs.

### **Relationships**

The Project Officer /Administration/ will be employed by The Fred Hollows Foundation (FHF) and will report to the Central Australian Eye Health Senior Coordinator (CAEHSC) of the Indigenous Program.

### **Applications should –**

- Include a resume outlining summary of qualifications and experience.
- Address each of the selection criteria making, specific reference to the outlined responsibilities of the position.
- Provide the names and positions of two work related referees to whom you have reported.

### **Selection Criteria**

The Foundation is seeking an enthusiastic person with the following attributes:

- Demonstrated knowledge and understanding of remote Aboriginal communities, including the role and impact of social, cultural, political and historical experiences on contemporary Aboriginal culture, and show commitment to Aboriginal community control and management.
- Proven Community Development and/or Education experience, including direct field work, particularly with Aboriginal communities and individuals.

- Strong project management skills including the ability to develop, implement, monitor and evaluate projects, within a defined budget, meet performance indicators and fulfill reporting requirements within agreed timeframes.
- Proven ability to work with limited supervision, display good judgment, initiative and to be proactive, demonstrating strong analytical and problem solving skills.
- Demonstrated ability to identify, develop and maintain productive stakeholder relationships, and work effectively and collaboratively within a team structure
- Strong experience in office administration demonstrating high quality organisation skills.
- Proven abilities to communicate efficiency and effectively through both written and verbal communications.
- Excellent Microsoft Office skills.
- Ability to travel to remote Indigenous communities and interstate via the most appropriate means.
- Current NT Drivers License.

### **Applications**

For further details go to [www.hollows.org.au/employment](http://www.hollows.org.au/employment) or call **0438 826 686**. Address selection criteria, provide current referees, resume and cover letter to [employment@hollows.org](mailto:employment@hollows.org) or fax to **(02) 8741 1999** by COB 29 Jan 10.

### **Remuneration**

Annualised salary package between \$62,471 - \$68,071 (inclusive of \$50,000 - \$55,000 base salary, leave loading, superannuation, tax free fringe benefit options) depending on experience.