



Job opportunity: Project Officer - Outreach Optometry Program

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 of Indigenous Australians.

Job summary

This role is to provide effective administrative support and coordination of the Outreach Optometry Program to remote communities in the Top End of the Northern Territory. Major responsibilities include:

- Provision of administrative support to the outreach optometrists
- Planning and coordination for outreach optometry visits to remote communities in the Top End
- Assist with all aspects of community appointments and follow up
- Provision of onsite support to optometrists on community visits and assist in distribution of ready reader spectacles
- Assist staff in the administration of the Low Cost Spectacle Scheme as required

Location

Full time position based in the Darwin office and requires frequent travel to remote communities. A current 'A class' driver's license and ability to travel in light aircraft are essential.

Applications should –

- Include a resume outlining summary of qualifications and experience.
- Provide the names and positions of two work related referees to whom you have reported to.

Selection Criteria

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

- Demonstrated knowledge and understanding of remote Aboriginal communities, contemporary Aboriginal culture, and show commitment to Aboriginal community control and management.
- Sound project management skills including the ability to develop, implement, monitor and evaluate projects, within a defined budget, meet performance indicators and fulfil 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 efficiently 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 'A class' driver's license

Remuneration

Salary package of \$62,471 – 65,864 (inclusive of base salary between \$50,000 - \$53,000, leave loading, superannuation, tax free fringe benefit option) depending on experience.

Application process

For further details go to www.hollows.org.au/employment or call **Annette Laurie** on **0438826686**. Send applications to employment@hollows.org or fax to **(02) 8741 1999**.