



The **Fred Hollows**  
Foundation

## **Program Coordinator (China Program)**

This is an exciting opportunity to contribute to the growth of an international development organisation that focuses on blindness prevention and Australian Indigenous health.

This is a 1 year full time fixed term maternity leave position based in The Foundation's Sydney office. This position is responsible for the coordination of the allocated country program.

We are seeking an enthusiastic and diligent individual who has –

- Demonstrated extensive work experience in an international development setting (preferably in the area of eye health or public health).
- Demonstrated track record in program coordination and support including operational planning, implementation, budget management, evaluation and compliance.
- Strong conceptual and analytical skills to be able to develop new initiatives, identify critical issues, build capacity and standardize processes.
- Excellent interpersonal skills with the ability to manage a wide variety of diverse relationships utilising collaborative consultation, communication and negotiation skills at senior management level.
- Confident presentation and public speaking skills.
- Compelling writing skills.

### **Application process**

For further details go to [www.hollows.org.au/employment](http://www.hollows.org.au/employment) or call **Helen Tran** on **+61 02 8741-1900** with enquiries.

Send applications (resume no longer than 4 pages) to [fhf@hollows.org](mailto:fhf@hollows.org) by **COB Monday 15 February 2010**.

***Note that this role has been readvertised. Kindly don't reapply if you have previously submitted an application.***