

Job Description

I. General Information

Job Title	Program Coordinator (China), The Fred Hollows Foundation (FHF)
Division	International Programs
Position Type	1 year full time fixed term maternity leave position
Reporting Relationships	Reporting directly to the Asia Programs Manager, responsible to the Director of International Programs
Location	Sydney, with some international travel
Date	December 2009

II. Job Description and Time Allocation

The Program Coordinator (China) is required to support, coordinate and develop allocated FHF Country Programs. The priority of this position is to assure the delivery of high quality and sustainable Program and Project outputs. Key Responsibility Areas (KRAs) of this position include: Program Support and Coordination (70%); Program Development; (30%). In addition to delivering against shared *Core Responsibilities*, the Program Coordinator (China) is required to deliver against both *Strategic* and *Specific Responsibilities*, working in a collegiate high-volume working environment.

III. Responsibilities and Related Tasks

(a) Strategic Responsibilities

The Program Coordinator (China) performs the following strategic functions:

- Provides strategic guidance and advice about their allocated FHF Country Programs and contributes to the development of FHF's international programs strategies
- Identifies and manages risk within their allocated FHF Country Programs
- Facilitates opportunities and relationships to develop existing/new FHF Projects and Programs
- Manages allocated Projects, including thematic responsibilities linked to FHF Objectives or cross cutting issues.

(b) Specific Responsibilities

Working closely with FHF staff in Australia and in country, and with implementing partners where appropriate, the Program Coordinator (China) performs the following specific functions:

Program Support and Coordination:

- Facilitates project identification and selection through contributions to concept briefs, feasibility and needs assessments, peer review and appraisal processes
- Facilitates the planning, design and documentation of specific projects within individual Country Programs
- Contributes to annual work plans outlining specific activities, performance indicators, timelines and budgets
- Supports the implementation of planned Project activities, in accordance with annual and strategic plans
- Facilitates the implementation of monitoring and evaluation processes, including writing monitoring and evaluation reports comparing outputs and outcomes to performance indicators
- Contributes to the preparation of reports, through reviewing project reports, offering analytical advice, and making recommendations for quality improvements, as required
- Communicates regularly with Country Program staff in remote locations to keep abreast of Program realities, to foresee potential problems, and to motivate Country Program Offices to achieve proactive solutions
- Conducts allocated Country Program site visits to assist in annual planning and coordination meetings, financial management reviews, project and partner assessments, advocacy activities, promotional events and to attend to local project management issues; addressing concerns as necessary
- Oversees financial and budget processes for allocated Country Programs and contributes to human resource management where appropriate
- Builds relevant capacity within Country Program teams and implementing partners as appropriate and where required.

Program Development:

- Provides input and support into the development and expansion of allocated Country Programs and regional activities
- Contributes to resource mobilisation for allocated Country Programs, through writing successful funding proposals, ensuring appropriate and adequate research, accurate analysis of criteria and key issues, and adherence to ACFID's code of conduct and FHF's principles.

(c) Core Responsibilities

Working in a collegiate high-volume working environment, the Program Coordinator (China) performs the following core functions, which are common responsibilities of the International Programs team:

- Builds internal and external relationships, including with officials from multilateral and bilateral agencies, government agencies, blindness prevention agencies, NGOs and others
- Conducts advocacy, including raising the profile of blindness as a public health issue and builds support for FHF's avoidable blindness prevention programs
- Identifies suitable partners with whom FHF can work to establish avoidable blindness prevention Programs
- Participates in peer review and project assessment forums as required
- Negotiates, prepares and reviews International Programs' Project documents, including: funding proposals; contracts and agreements, concept briefs, project design documents, project reports, etc
- Shares knowledge, promotes learning and facilitates the continuous improvement of FHF's development work
- Represents the organization effectively and professionally
- Understands and complies with the Policies and Procedures Manual
- Undertake training as specified by manager
- Performs other duties, as required.

Authorised by HR Manager

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Date

This job description defines the broad responsibilities of this position. Please refer to the workplans for more specific details of the strategies and performance indicators.

I have read, understood and agree to meet the requirements of the job description.

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Name

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Signature

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Date