



**The Fred Hollows  
Foundation**

## **Job opportunity: Program Coordinator (China Program)**

### **Organisational profile**

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

### **Position type**

This is a 1 year full time fixed term maternity leave position based in the Sydney office with travel to the country program as required.

### **Relationships**

This position reports directly to the Asia Programs Manager and is responsible to the Director of International Programs. The Program Coordinator (China) will work closely with the International Programs team and relevant country program staff.

### **Job summary**

The Program Coordinator (China) is responsible for the development and coordination of the allocated country program. Working in a collegiate high-volume working environment, the priority of this position is to assure the delivery of high quality and sustainable Program and Project outputs designed to achieve an end to avoidable blindness in the communities where we work.

In addition to delivering against shared *Core Responsibilities*, the incumbent is required to deliver against both *Strategic* and *Specific Responsibilities*.

Please refer to the job description for more information.

### **Selection criteria**

- 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.

### **Applications should:**

- Include a Resume (no more than four pages) outlining summary of qualifications and experience.
- Provide work referees and contact details. Note: Referees will not be contacted until the final interview round is completed.
- Submit applications to [fhf@hollows.org](mailto:fhf@hollows.org) by **COB Monday 18 January 2010** or contact **Helen Tran** on **+61 02 8741-1900** with enquiries.

### **Remuneration**

Salary package up to \$80,833 (inclusive of base salary up to \$66,565, leave loading, superannuation, tax free fringe benefit option) depending on experience.