

# ROLE PURPOSE

**Role Title:** Program Officer

**Division:** Programs

**Location:** Manila,  
Philippines

**Date:** April 2024

**Employment type:** Full time,  
Fixed-term contract with flexible  
work arrangement

**Reports to:** Program  
Manager

**Number of direct  
reports:** None

**Leadership Band:**  
Leads Self

## Purpose of the role:

The Program Officer will be accountable for working with implementing partners in the Philippines in the areas of project management, planning, implementation, advocacy, monitoring, and evaluation to ensure the effective implementation and coordination of project activities in line with agreed project guidelines, objectives, and targets.

This position's primary responsibility is ensuring organizational effectiveness by providing technical guidance, and administrative management to support the Implementation of the project initiated by The Foundation in collaboration with Department of Health (DOH), Department of Education (DepEd), Department of Interior and Local Government (DILG) and selected Provincial Local Governments, and their partner Provincial DepEd-School Division Offices (SDO) as project recipients. This position also contributes to the development and implementation of the Foundation's organizational strategies, policies, and practices.

## The Program Officer will own the outcomes of:

1. Program coordination across a diverse range of national and global government and NGO stakeholders to ensure implementation of program activities and outcomes in accordance with agreed Project Design Document, ADPlan, Annual Partnership Agreement with partner PLGUs, work plans and annual budgets in assigned provinces.
2. Facilitate timely submission of monthly, quarterly, annual and any other reports from Partners to the Program Manager and assist partners with timely mobilization of goods and services to initiate and complete activities.
3. Actively participate in the development of project proposal and project design documents.
4. Logistics and administrative support to organization of workshops and training sessions with implementing partners, as required by the project.
5. Coach and mentor implementing partners to comply with FHF's program implementation and financial management manual, ensuring all requisitions are appropriate and align with planned and budgeted activities.
6. Monitor and evaluate stages of project implementation to ensure partners are achieving the required outcomes; identify new approaches and strategies that would benefit the program design and implementation; identify and compile lessons learned, report back on learnings.
7. Work closely with FHF Finance and Operations to ensure proper partner accountability for FHF funds.
8. Provide support by assisting Partners to prepare and monitor annual financial budgets, review partners' advance and settlement in the assigned provinces, ensure that partners submit timely monthly/ or and quarterly financial returns and utilize project assets as per FHF's policy.
9. Other tasks as requested by your manager.

## Our Capabilities:

**As a member of The Foundation Family you will:**



1. Live by the values of The Foundation and support The Foundation's culture, performance and brand.
2. Adhere to all The Foundation's policies and procedures.
3. Strengthen the health, safety and well-being of all/look out for the well-being.
4. Lead, collaborate and contribute in all interactions.

## Essential Experience:

- Application of project design, project management, budget development and monitoring.
- Successful implementation of health projects and required outcomes.
- Proven ability to influence and work collaboratively with partners/stakeholders.
- Strong working experience in INGO/NGO work or Non- Profit Organization

## Skills:

- Ability to work efficiently with government stakeholders.
- Ability to work effectively and influence others with good communication and coordination skills.
- Ability to work with multi-sectoral government and development agencies.
- Demonstrated ability to work well as a team member whilst demonstrating a genuine appetite. For personal learning and self-improvement

## Desirable Experience:

- Experience in Eye Health and Local Governance is an advantage but not mandatory.
- Experience in international development, and familiarity with Gender, Disability, and Ingenuity Framework

- Willingness to adopt the organizational culture.
- Ability to work under pressure.
- Project management skills and ability to meet deadlines and juggle several projects at the same time.
- Excellent communication skills, including fluency in written and spoken English, excellent report writing and documentation skills.
- Excellent knowledge and capability utilizing Microsoft Office software, excel, internet explorer and e-mail.

**Qualifications:**

Bachelor's degree in relevant field (Public Health, Social sciences, International / Community Development)

**Travel:**

Domestic

This role purpose defines the broad accountabilities of the positions, which may change based on organisational need. Please refer to the divisional, team and individual work plans for more specific details

**The position involves:**

This position is recognised as having "Contact with Children" either direct or indirect. This position does involve "Working with Children" either direct or indirect.

**Additional Responsibility:**

Ensure that the work for which they are responsible is carried out in ways which safeguard the health and safety of workers.

**To work in The Foundation, you will:**

- Be eligible to work in the Philippines.
- Undergo background check including criminal records and qualifications check
- Undergo working with children check for positions that are identified as working with children