

# ROLE PURPOSE: Project Officer (PO) Pacific & Timor-Leste



## Our Vision

We see a world in which no person is needlessly blind or vision impaired.



## Our Purpose

We are determined to deliver Fred Hollows' vision of preventing blindness and restoring sight.

We work around the world so that no one is left behind, and in Australia we work tirelessly to ensure that Aboriginal and Torres Strait Islander people can exercise their right to sight, good health and self-determination.

Our priority is to work with communities to improve their own eye health. We do this through life-changing surgeries and treatments, training doctors and health workers, generating new ideas, and pushing for change at all levels – from local to global.

**At The Fred Hollows Foundation, you will make an impact the world can see!**



## How we value your contribution:

### Remuneration package

We aim to provide an overall remuneration package that is attractive and fair. Our global remuneration framework ensures we align to local pay, employment conditions and laws, and we benchmark against the local market to ensure we offer competitive employment conditions that are appropriate to our sector.

### Salary packaging

We qualify as a health promotion charity so the Australian Taxation Office (ATO) allows us to reimburse you for personal expenses without having to pay any income or fringe benefits tax that would normally be payable. These tax concessions are in addition to the income Tax Free Threshold.

### Leave

You will have access to 20 days of paid annual leave each year (pro-rated for part-time employees) and receive 17.5% leave loading when you take annual leave. You will also receive 5 days paid leave between the Christmas and New Year period and other types of leave such as personal (sick or carers') leave, paid parental leave, long service leave and compassionate leave. In addition, we provide culturally significant leave for employees with commitments under Indigenous and other cultural customs, traditional laws or religions.

### Paid parental leave

We provide 14 weeks paid parental leave for primary carers at full pay and 4 weeks paid parental leave for non-primary carers. In addition, upon receipt of notification from the Family Assistance Office, primary carers may access 18 weeks paid parental leave at the statutory rate.

### Performance & development

Our performance and development framework enables you to work closely with your manager to plan, manage, and review your performance throughout the year. This approach also enables you to discuss development opportunities and areas for growth.

### Learning & development

Our approach to learning and development will enable you to have the information, skills and knowledge needed to do your job, with targeted opportunities identified for our Aboriginal and/or Torres Strait Islander people as required. We build the capacity of our people and support you with on-the-job experience, coaching and formal learning.

### Leadership

Leadership is a key priority for us. We have customized leadership programs for leaders at all levels that are focused on supporting our people to be inspired, empowered and to make an impact in their work so that together we can achieve our vision.

### Study support

We are proud that so many of our people are tertiary educated and we are committed to supporting tertiary education that is relevant to your work through our global study assistance program, which includes financial support and study days. We actively encourage our Aboriginal and/or Torres Strait Islander employees to apply for study support.

### Recognition

Our recognition program has been designed to recognize and acknowledge our people who live our values of Integrity, Collaboration, Empowerment and Action, in everyday activities. We recognize our people in three ways: Peer-to-peer, manager recognition, as well as length of service.

### Flexible work arrangement

You will have access to flexible work arrangements. We encourage a spirit of mutual flexibility, enabling discussions between you and your manager about maintaining work-life balance.

### Equal Opportunity, Anti-Discrimination and Reasonable Accommodation for Persons with a Disability

We provide equal opportunity in employment to people without discrimination based on personal characteristics, which includes: age, breastfeeding, disability, employment activity, gender identity, marital status, physical features, pregnancy, race etc. Reasonable accommodation can be made to allow persons with disabilities to work safely and productively.

### Health & safety

We are committed to supporting your health, safety and wellbeing. We have worker Health & Safety Representatives in each of our offices to help make your workplace safe.

### Employee Assistance Program

You and your family will have access to free professional and confidential external counselling assistance if you need help with personal, family or employment related matters.

## To work in the Foundation, you will:

- Be eligible to work in Australia and other regions where you will be based
- Undergo background check including criminal records and qualifications check
- Undergo working with children check for positions that are identified as working with children
- Be prepared to share evidence of full vaccination against COVID 19



Role purpose defines the broad accountabilities of the positions, which may change based on organisational need.

Please refer to divisional, team and individual work plans for more specific details

# ROLE PURPOSE

**Role Title:**

**Project Officer (PO)**  
Pacific & Timor-Leste

**Division:**

Programs

**Location:**

Darwin, Melbourne, Sydney, Brisbane or will consider Australian-based remote/ hybrid working

**Date:**

July 2022

**Employment type:**

Full time, Fixed Term 2-year contract ( we would consider Part time, 4 days per week)

**Reports to:**

Program Coordinator, Pacific & Timor-Leste

**Number of direct reports:**

None

**Leadership Band:**

Leads Self

**Purpose of the role:**

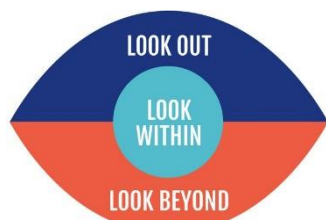
The Foundation currently remotely manages projects in Fiji, Kiribati, Nauru, Papua New Guinea, Solomon Islands, Vanuatu and Timor-Leste. With no country office in these locations, The Foundation works closely with partners such as Ministries of Health, research institutes, intergovernmental and other non-governmental organisations to implement projects.

The **Project Officer (PO)** will provide support for the design and delivery of project activities, through our implementing partners, to achieve the objectives and deliverables within our Pacific and Timor-Leste Programs and overarching strategy. The **PO** will focus on the areas of contract development and management, project monitoring and reporting and risk management and compliance.

The **PO** will also provide some surge capacity support to other FHF remotely managed countries (Eritrea, Tanzania, Uganda, Palestine, Afghanistan) in the areas of system support and contracting as needed. These requests will be co-ordinated between the PO's line manager and the Head of Program Implementation.

**Key Responsibilities:**

- Support the programs team to implement projects in accordance with approved Project Design Documents, work plans and annual budgets.
- Support the Oceania Team in ensuring that program activities are planned, implemented, monitored and reported on in a timely manner.
- Support the Oceania Team in organising and preparing any areas of work that are required for internal reporting.
- Support the Oceania Team with administrative and logistical tasks such as travel arrangements, procurement, note taking of key stakeholder meetings, contract registration etc.
- Undertake desk-based research of expert material to inform program development, policy, practice and presentations.
- Maintain the regional risk register and support partners with safeguarding, due diligence and capacity building activities.
- Take part in partner or key stakeholder meetings when requested, and provide documentation of the meeting content and outcomes/action follow ups.
- Be the regional focal point for internal communications and support with external requests.
- Maintain project and partner records and linked files in the Foundation's Project Management System for Oceania and other Type A (remotely managed) country programs as required.
- Support other Type A (remotely managed) country programs with contracting in surge periods.
- Other tasks as requested, are relevant to your role and the success of The Foundation.

**Our Capabilities:**

**As a member of the Foundation you commit to:**

**Essential Experience:**

- Minimum of 3 years of working experience, preferably in a similar context.
- Knowledge of end-to-end project management principles in a Program context, including budgeting and reporting.
- The ability to work in a diverse work environment.
- Proven ability to influence and work with multiple internal stakeholders and communicate your needs and context effectively.

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 of others.
4. Lead, collaborate and contribute to all interactions.

#### Desirable Experience:

- Experience working in the Pacific and/or Timor Leste context.
- Experience in working with Ministries of Health or intergovernmental organisations.
- Previous hands-on experience in project implementation and working through partners.
- Ability to support the development of skills and capacity including training initiatives.

#### Skills

- Strong communication skills, including written and spoken, and the ability to write effectively for varied purposes and audiences.
- The ability to plan and standardise processes to maximize efficiency.
- Strong computer literacy skills in both Microsoft applications, the office suite of apps, and the ability to pick up internal program management and budgeting systems.
- Excellent problem-solving skills, demonstrate resilience and initiative when faced with challenges.
- Ability to work well with others under deadline situations and juggle several priority tasks.
- Outstanding organisational and time management skills including the ability to prioritize and multi-task.
- The ability to learn financial management principles within a program context, to be able to assist partners to produce meaningful reporting and sensor check irregularities.

#### Style

- A results-oriented team player
- Adaptive nature that can easily adjust to changing work demands.
- Can *flex up* when needed, by being able to develop and implement effective work systems, while at other times happy to *flex down* being comfortable getting your hands dirty when the whole team is needed to get an outcome.
- Demonstrated capacity to work effectively in cross-cultural environments.
- Must be able to build and maintain strong relationships with a wide range of stakeholders.
- Ability to focus on building structure while concurrently having comfort with ambiguity to succeed within the evolving and sometimes demanding contexts.
- High sense of integrity, ethics, and ability to be empathic.
- Sound judgement; knows when to act or when to escalate.

#### Qualifications:

Bachelor's Degree or relevant experience.

#### Travel:

There may be domestic and international travel required

#### 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.