

# ROLE PURPOSE



**Role Title:** Project Officer

**Division:** Global Program

**Location:** Yangon

**Date:** 8 Jul 2024

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

**Reports to:** Country Manager

**Number of direct  
reports:** None

**Leadership Band:**  
Leads Self

## Purpose of the role:

The Project Officer plays a vital role in the success of Myanmar programs by collaborating closely with the Ministry of Health and implementing partners. This collaboration ensures strategic planning, effective coordination, and successful implementation, monitoring, and evaluation of project activities. Ultimately, this focus on collaboration and alignment with The Foundation's strategic framework maximizes the impact and success of the Myanmar program.

**The Project Officer** will own the outcomes of:

1. Project Coordination and management to ensure smooth implementation of project activity and outcomes in accordance with agreed project framework, work plans and annual budgets based on assigned districts.
2. Timely submission of monthly, quarterly, annual and any other reports, including Power Bi, Accelerator, SharePoint.
3. Actively participate in the development of project proposal and project design documents.
4. Support the FHF Finance and Operations Coordinator in budget projection, forecasting, and ensuring all requisitions align with planned and budgeted activities, while adhering to FHF procedures and guidelines.
5. Monitor and evaluate stages of project/program implementation to ensure activities 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.
6. Build and maintain strong stakeholder relationships by understanding their needs and expectations, incorporating feedback into project planning, and developing strategies to enhance engagement and satisfaction. Ensure their contributions are valued and recognized.
7. Ensure effective communication channels are established and maintained within and across teams, partners, and stakeholders to facilitate the smooth execution of projects and initiatives.
8. Other tasks as requested by the Country 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:

- Working for international development, government or non-profit sector, preferably in public health or a related field.
- Previous experiences in project management such design, implementation, monitoring and evaluation.

## Skills:

- Project management
- Ability to meet deadlines and juggle several projects at the same time
- Computer literacy
- Excellent communication skills, including fluency in writing and spoken English
- Excellent report writing and documentation skills

## Desirable Experience:

- Proven ability to influence and work with partners and stakeholders.
- Experience in Eye Health
- Flexibility to travel frequently or relocation if needed.

## Qualifications:

Degree in Medicine, Public Health, Social Science, Development or related field

## The position involves:

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

## Travel:

Frequent Domestic travel (12-15 days per month)

## 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 Myanmar 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