

ROLE PURPOSE

Role Title: Program Manager:
Portfolio and Scale

Division: Programs

Location: Africa

Date: July 2024

Employment type: Full time
Permanent

Reports to: Director of
Portfolio and Scale

Number of direct reports: 0

Leadership Band:
Leads Self

Purpose of the role:

The **Program Manager** is accountable for supporting the Portfolio and Scale team in meeting their objectives aligned to the **strategic planning, design and operational delivery of Portfolio and Scale** programs that are aligned to The Foundations strategic framework. The role will focus on Supporting the Portfolio and Scale Director and the team to meet the goals of the thematic priorities of the organisation. The key area of ownership will be the implementation and management of key pilot projects and partnership coordination.

The Program Manager will own the outcomes of:

1. Planning, management, and implementation of key Pilot projects within Portfolio and Scale strategy to align with FHF strategy.
2. Development of initiatives in support of the Thematic priorities of the organisation in consultation with the Director of Portfolio and Scale.
3. Management of various partnerships with different stakeholders.
4. Ensure all compliance and legislative agreements/contracts are in place before implementation in countries we are piloting in.
5. Support the development of project and partnership materials as needed.
6. Contribute to report writing.
7. Conduct desk research when needed.
8. Develop strong business relationship across The Foundation and drive shared initiatives.
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

- Strong experience in Program Management (design and implementation) to set deadlines.
- Public health experience
- Project Management, data management and budget management
- Experience in cross functional meeting management
- Proficient in senior management level communication
- Strong Negotiating and partnering experience (e.g. government, multi-lateral and other non-government agencies)
- Demonstrated writing skills.
- Working across cultures.

Skills:

- Excellent interpersonal skills with the ability to manage a wide variety of diverse relationships utilising collaborative consultation and communication skills.
- Confident presentation and public speaking skills.
- Excellent written and verbal communication skills
- Advanced competence in use of MS office
- Excellent in developing professional materials (PowerPoint).
- A good effective communicator and efficient with multitasking
- An energetic self-starter with the ability to work in a fast-paced environment.

Desirable Experience:

- Knowledge of boarder eye health and vision impairment
- Highly developed and effective negotiation skills.

Qualifications:

Degree in a relevant discipline. (public health or development, Project Management).

Travel:

International and 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 **(note: all positions are classified as having indirect or incidental contract with children)**

This position does not involve “Working with Children” either direct or indirect. **(Please delete as appropriate)**

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 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