

# ROLE PURPOSE



**Role Title:** Program Coordinator

**Division:** Global Programs

**Location:** Phnom Penh, Cambodia

**Date:** October 2024

**Employment type:** 2 years fixed duration, with possible renewal

**Reports to:** Program Manager

**Number of direct reports:** None

**Leadership Band:** Leads self

## Purpose of the role:

The **Program Coordinator** drive the successful implementation of country programs by coordinating strategic planning, design, and execution, ensuring alignment with government and The Foundation's strategic plans, policies, and regulations.

The **Program Coordinator** will own the outcomes of:

### 1. Leadership, management and program oversight:

- Collaborate with the country team to develop and implement strategic program plans, policies, and activities.
- Provide effective leadership and oversight to ensure program activities are executed efficiently and effectively, achieving set goals.
- Facilitate smooth program/project coordination, aligning with government regulations, organizational plans, and best practices.
- Collaborate with the country team, headquarters, and Cluster teams to ensure effective program execution.
- Proactively identify and manage program operational risks.

### 2. Financial and Resource management:

- Develop and manage annual program budgets effectively, ensuring ideal resource allocation.
- Guide Implementing Partners in developing and tracking program budgets (monthly, quarterly, annual).
- Monitor and report program expenditures for efficient financial management.
- Collaborate with the Finance & Operations team to achieve transparent and accountable program finances.

### 3. Monitoring, Evaluation, Learning and Program Quality:

- Collaborate with partners and stakeholders to ensure effective implementation of the approved Provincial Eye Health Roadmap.
- Lead the implementation of Continuous and Cataract Quality Improvement (CQI) approaches to enhance eye health program quality.
- Promote the adoption of established standards and guidelines, collaborating with the National Program for Eye Health and relevant stakeholders to ensure the effectiveness of the eye health training program.
- Engage the implementation of the effective implementation of Primary Eye Care at the sub-national level.
- Conduct ongoing monitoring of program activities to assess progress towards achieving program goals and identify areas for improvement.
- Contribute to the development of high-quality program reports and facilitate thorough M&E processes.
- Collaborate with external consultants and stakeholders in program assessments, and evaluations.
- Collaborate with partners and The Foundation's team members to document the program success and case stories.
- Document and share best practices and lessons learned across teams, fostering continuous learning within the organization.

### 4. Partnership and Representation

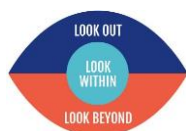
- Foster and strengthen partnerships with program stakeholders to identify opportunities for collaboration, relationship building, and program expansion.
- Cultivate and manage external relationships with government officials, multilateral/bilateral agencies, NGOs, and other key stakeholders.

### 5. Additional Responsibilities:

- Deliver other program-related tasks assigned by managers with the same level of quality and dedication.
- Provide timely support to other country teams as needed.

## Our Capabilities:

As a member of The Foundation Family, you will:



## Essential Experience:

- Proven experience in program/project management.
- Proven experience in facilitation of major events, workshop, seminar, training etc.

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| <ol style="list-style-type: none"> <li>1. Live by the values of The Foundation and support The Foundation's culture, performance and brand.</li> <li>2. Adhere to all The Foundation's policies and procedures.</li> <li>3. Strengthen the health, safety and well-being of all/look out for the well-being.</li> <li>4. Lead, collaborate and contribute in all interactions.</li> </ol> | <ul style="list-style-type: none"> <li>• Proven experience in monitoring, evaluation and learning.</li> <li>• Proven experience in building relationship and good communication with national and sub-national government partners and stakeholders.</li> <li>• Proven experience in across culture working environment.</li> <li>• Experience in Primary Eye Care and Continuous Quality Improvement (CQI) program management.</li> </ul> |
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| <p><b>Skills:</b></p> <ul style="list-style-type: none"> <li>• Project/Program management</li> <li>• Monitoring and Evaluation</li> <li>• Health program development</li> <li>• Health system strengthening</li> <li>• Capacity building to partners</li> <li>• Sub-grant management</li> <li>• Interpersonal and intercultural sensitivity</li> <li>• Representation and facilitation skill</li> <li>• Strong English competency</li> </ul> | <p><b>Desirable Experience:</b></p> <ul style="list-style-type: none"> <li>• Health Program management.</li> <li>• Project design and evaluation, demand, and resource planning.</li> <li>• Integration of eye health planning and resourcing.</li> </ul> |
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<p><b>Qualifications:</b> Under or post graduate qualification in Public Health, Management, Social Development, or related field</p> <p><b>Travel:</b> International/Domestic</p>	<p><b>The position involves:</b> This position is recognised as having “Contact with Children” either direct or indirect This position does not involve “Working with Children” either direct or indirect.</p> <p><b>Additional Responsibility:</b> Ensure that the work for which they are responsible is carried out in ways, which safeguard the health and safety of workers.</p>
<p>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</p>	<p><b>To work in The Foundation, you will:</b></p> <ul style="list-style-type: none"> <li>• Be eligible to work in Cambodia</li> <li>• Undergo background check including criminal records and qualifications check</li> <li>• Undergo working with children check for positions that are identified as working with children</li> </ul>