

ROLE PURPOSE



Role Title: Project Officer

Division: Programs

Location: Kisumu,
Kenya

Date: October 2024

Employment type: Full time,
Fixed-term contract

Reports to: Program Manager

Number of direct reports: None

Leadership Band:
Leads Self

Purpose of the role:

The **Project Officer** is accountable for coordination and implementation of various approved Project activities, working with partners in Kenya to ensure timely and efficient high-quality deliverables in line with agreed project guidelines and objectives, the strategic planning, design and operational delivery of **eye health programs** that are aligned to The Foundation's strategic framework.

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

1. Support the implementation of approved Projects in accordance with agreed Project Implementation Plans, work plans and annual budgets.
2. Support the Program Manager in ensuring that program activities are timely planned, implemented, monitored and reported through submission of timely quality quarterly reports. Advise on any developments that might necessitate deviation from planned activities and ensure that the Program Manager and relevant team members are made aware of relevant meetings, forums etc. taking place in the counties.
3. Support Partner capacity self-reviews, identify and build partners' capacity and support partners with timely mobilization of goods and services to initiate and complete activities.
4. Work with the Program Manager, M&E Advisor, and Policy & Advocacy Advisor to strengthen the quality and health systems initiatives in the Counties.
5. Support Partners prepare annual financial budgets, plan and monitor monthly/quarterly expenditure against budgets and ensure submission of timely accurate monthly and quarterly financial returns; and utilization of project assets and resources as per The Fred Hollows Foundation's policy.
6. Support the Program Manager in organizing and monitoring The Fred Hollows Foundation Kenya (FHFK) and other joint engagements with the County health teams, relevant County departments and other partners.
7. Support FHFK communication and fundraising initiatives through identification and sharing of compelling beneficiary stories and case studies. Ensure branding per FHF guidelines.
8. Promote documentation and knowledge management for continuous learning through regular program reviews, sharing of change stories and innovative initiatives for overall skill and scale up.
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:

- Minimum of 3 years working experience with reputable NGO's
- Knowledge of project design, project management, budget development and monitoring
- Experience in community-based health programming.
- Experience in working with community-based organisations.
- Previous hands-on experience in project implementation and working through partners.
- Application of project design, project management, budget development and monitoring.
- Support and coordination of successful health projects and development of effective & efficient implementation systems.
- Proven ability to influence and work with partners/stakeholders.

Skills:

- Strong communication skills including fluency in written and spoken English and the ability to write effectively for varied purposes and audiences.
- Strong conceptual and analytical skills to be able to develop new initiatives, identify critical issues, build capacity and standardize processes.

Desirable Experience:

- Experience in international development.
- Advise on project design and evaluation, demand and resource planning.
- Provide technical support to county level decision makers on integrated eye health planning and resourcing.

- Excellent interpersonal skills with the ability to manage a wide variety of relationships utilizing collaborative consultation, communication and negotiation skills.
- Strong computer skills specifically project management software and Microsoft Office suite applications.
- Financial Management skills especially development & management of budgets and budget reports.
- Excellent problem-solving skills demonstrates resilience and initiative when faced with challenges.
- Superior presentation skills (both written and oral) and ability to communicate technical materials to a mix of audiences and for differing purposes using print, electronic, and presentation media.
- 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 work.
- High sense of integrity, ethics and confidentiality.
- An excellent team player and result-oriented personality.
- Ability to support the development of skills and capacity including training initiatives.
- An energetic self-starter with resilience, pace, interpersonal flexibility and comfort with ambiguity to succeed within evolving and sometimes demanding contexts.
- Ability to work independently, take initiative, set priorities, and support programs.
- Must be able to build and maintain strong relationships with a wide range of stakeholders.
- Demonstrated capacity to work effectively in cross cultural / mixed language environments.

Qualifications:

Bachelor's degree in Public Health, Social Sciences, International Development, or health systems

Travel:

International/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 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 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