

- **Do you want to do work that really matters? Help us end avoidable blindness.**
- **Full time, Fixed term contract based in Vientiane Capital, Lao (Flexible work from home arrangements available)**
- **Closing Date: Wednesday, 6<sup>th</sup> November 2024**
- **Salary: up to 162,177,965 LAK**

### ABOUT THE FRED HOLLOWES FOUNDATION

The Foundation is an international development organisation working to prevent blindness and restore sight. We continue to carry on the legacy of Professor Fred Hollows, who believed every person had the right to quality eye care, no matter where they live. The Foundation is known around the world as an organisation that works with purpose and determination. With a reputation for excellence, we are well known for making change happen.

The Foundation has grown to work in more than 25 countries throughout Africa, South Asia, Southeast Asia, the Middle East and the Pacific, as well as Australia. The Foundation has restored sight to more than 3 million people worldwide. We have an ambitious five-year strategic plan that aims to take us even closer to realising our vision of a world in which no person is needlessly blind, or vision impaired and Indigenous Australians exercise their right to sight and good health.

To find out more about our work, please visit our website <https://www.hollows.org>.

### ABOUT YOU

You will be a project professional excited by the prospect of joining an international development organisation looking to make real world positive impact. You will be a collaborative team player with a results-driven, creative, and entrepreneurial mindset for problem-solving. You should be adaptable and agile, capable of performing strategic and technical analyses under time constraints. While you will work independently, you will also proactively seek guidance and instructions when necessary.

### THE OPPORTUNITY

The Project Officer is accountable for working with implementing partners in Lao PDR for the strategic planning, design and operational delivery of FHF Laos's programs that align to The Foundation's strategic framework.

### KEY RESPONSIBILITIES

- Program coordination to ensure implementing partners achieve project activity and outcomes in accordance with agreed project design documents, Partnership Agreement, work plans and annual budgets.
- Timely submission of quality regular reports from partners to the Project Coordinator, including output data entry, and assist partners with timely mobilization of resources and services to initiate and complete activities.
- Actively participate in the development of project proposals and project design documents.
- Coach and mentor implementing partners to comply with the Foundation's program implementation and financial management manual, ensure all requisitions are appropriate and align with planned and budgeted activities.

- Monitor and evaluate stages of project implementation to ensure partners are achieving the required outcomes; identify new approaches and strategies that would benefit the program, gather and share lessons learned.
- Work closely with the Finance and Operations Team to assist in the preparation and monitoring of annual financial budgets, and ensure proper partner accountability of funds, in line with FHF procedures and guidelines.
- Support partners to prepare and monitor annual financial budgets, review partners' fund requests and settlement, ensure their timely financial returns and utilize project assets as per FHF policy.
- Also, for all FHF Laos projects, this position will:
  - Coordinate all projects output entries and targets for compilation and will update quarterly data into master excel files as FHF guidance.
  - Coordinate the development of monthly and quarterly progress reports of all projects.
  - Support the administrative work for Lao's program where possible.

### WHAT YOU'LL NEED TO SUCCEED

- Bachelor's degree in relevant field, Social Development, Public Health.
- Strong experience in project design, management, budget development and monitoring.
- Experience in the implementation of health projects and required outcomes.
- Proven ability to influence, work collaboratively and manage outcomes with partners and stakeholders.
- Project management skills and ability to meet deadlines and juggle several projects concurrently.
- Proven experience in promoting an organizational culture of trust, transparency, respect, and partnership.
- Clear communication skills verbally and in writing in English required, with excellent Lao language skills.

### How we recognise your contribution

Through our internal programs and employee benefits we aim to create an environment where you will feel supported and empowered. Whether your focus is on continuous learning, professional development or finding an environment which enables you to thrive while balancing family or personal commitments, we have a range of programs in place to support you.

[To find out more about our benefits click here](#)

### APPLICATIONS

Please apply directly via the "Apply" Button, please include a CV and Cover Letter.

**Applications Close: Wednesday, 6<sup>th</sup> November 2024**

*The Fred Hollows Foundation is committed to protecting the rights of children and community partners in all areas where we work. Applicants are advised that The Foundation reserves the right to conduct police checks and other screening procedures to ensure we maintain and promote a child safe environment.*

***Please note: We will not be accepting CVs via agencies for this role.***