Program Coordinator

Advert – November 2026

- **Do you want to do work that really matters? Help us end avoidable blindness**
- **Full-time, fixed-term role based in Vientiane, Lao PDR**
- **Closing Date: 27 November 2026**

ABOUT THE FRED HOLLOWS FOUNDATION

The Fred Hollows 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

THE OPPORTUNITY

The Program Coordinator coordinates and monitors program activities across multiple provinces to support timely delivery aligned with the Laos Country Strategy. Working closely with the National Ophthalmology Centre, Provincial and District Health Offices, hospitals and NGO partners, the role supports effective planning, implementation, problem-solving and achievement of project outcomes. The role also contributes to advocacy and communications that strengthen commitment to eye health in Laos.

KEY RESPONSIBILITIES

Coordinate the planning, implementation and monitoring of program activities across multiple provinces, ensuring delivery is timely and aligned with the Country Strategy.

Support partners to prepare and monitor annual budgets, review fund requests and settlements, and ensure appropriate use of project assets.

Facilitate coordination and communication with the National Ophthalmology Centre, Provincial and District Health Offices, hospitals and NGO partners.

Coordinate logistics and administrative support for partner-led activities, training, outreach and mentoring.

Consolidate and review partner reports and program data for accuracy and timeliness, including monthly and quarterly progress reporting.

Participate in coordination and technical meetings, sharing progress, lessons learned and agreed follow-up actions.

Support advocacy with government and partners by preparing evidence and briefing materials and following up agreed actions.

Document and share program results, stories and lessons learned in line with Foundation branding, consent and safeguarding requirements.

WHAT YOU'LL NEED TO SUCCEED

Bachelor's degree in Social Development, Public Health or a related field.

3–5 years of experience in project coordination or program implementation, ideally in the health or development sector.

Experience working with government agencies, NGOs or community partners in a multi-stakeholder environment.

Experience coordinating or monitoring program budgets, financial reports and partner activities.

Experience in data collection, reporting and program monitoring.

Strong coordination, communication, partnership and problem-solving skills.

Good writing and presentation skills in Lao and English; English proficiency is desirable but not essential.

Ability to work independently and collaboratively, with regular travel within Lao PDR and occasional regional travel.

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 using the "Apply" button. Your application should include a CV and, preferably, a cover letter that outlines your interest in the role and addresses the key criteria listed in the "Key Responsibilities", and "What you need to succeed" sections of the advertisement.

Applications Close: 27 November 2026

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, as well as to protect The Foundations reputation and values. In addition, The Foundation reserves the right to verify qualifications and credentials of applicants as part of our recruitment and screening processes.

Please be advised:

1. Fred Hollows Foundation will never ask for a fee during any stage of the recruitment process.
2. All active roles are advertised directly on our website here.
3. Please note we will not be accepting CVs via agencies for this role.