

## JOB DESCRIPTION



Role Information									
<b>Job Title</b>	Regional Program Officer – East Asia	<b>Division / Location</b>	East Asia Regional Team, International Programs Regionally based in Da Nang, Viet Nam or Phnom Penh, Cambodia						
<b>Date</b>	September 2015	<b>Career Band</b>	Professional						
<b>Employment Type</b>	Full time, Fixed Term	<b>Role balance guide</b>	<table> <tr> <td><b>People:</b></td> <td>20%</td> </tr> <tr> <td><b>Operations:</b></td> <td>30%</td> </tr> <tr> <td><b>Technical:</b></td> <td>50%</td> </tr> </table>	<b>People:</b>	20%	<b>Operations:</b>	30%	<b>Technical:</b>	50%
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<b>Name</b>	Vacant								
<b>Role summary</b>	<p>The Program Officer assists the International Programs Division by providing administration and coordination support to regional and country teams to ensure the delivery of high quality and sustainable programs that aim to end avoidable blindness by 2020 in East Asia.</p> <p>The Program Officer portfolio of work will be organized by geographic and thematic focus.</p> <p>Key areas of accountability include:</p> <ul style="list-style-type: none"> <li>• Program Support and Capacity Building</li> <li>• Program Administration</li> <li>• Compliance and Planning</li> <li>• Team Contribution</li> <li>• Values and Behaviour</li> <li>• Health, Safety and Wellbeing</li> <li>• Child Protection</li> </ul>								
<b>Reporting &amp; Requirements</b>	<ul style="list-style-type: none"> <li>• <b>Reports to:</b> Regional Program Coordinator East Asia</li> <li>• <b>Member of:</b> International Programs</li> <li>• <b>Required to:</b> Travel as required</li> </ul>								
<b>Role Relationships</b>	<p><b>Relationship with Manager</b></p> <ul style="list-style-type: none"> <li>• Manager assigns tasks and is accountable for performance and development</li> </ul>	<p><b>Works with these roles</b></p> <ul style="list-style-type: none"> <li>• Associate Director East Asia</li> <li>• Regional Program Coordinator</li> <li>• Regional Program Officers</li> <li>• Country Managers/National Programs Managers and country teams</li> <li>• International Programs Technical Teams (Program Development, Development Effectiveness and Resource Mobilisation)</li> <li>• Director of Programs</li> <li>• Other FHF Division staff</li> <li>• Relevant FHF stakeholders in the international development sector</li> </ul>							

## Core accountabilities

### Program Support

- Facilitate the provision of specialist technical support to country program teams and implementing partners to contribute to the preparation of program cycle management documentation; including feasibility assessments, situational analysis, theory of change, concept briefs, project design documents, evaluations. Contribute to desk-based and field program monitoring, including progress reporting.
- Undertake desk-based research of expert material to inform program development, policy and practice.
- Contribute to the development of program policies, procedures and guidelines.
- Provide support for the production of annual planning documentation including FHF budget and financial monitoring reports, work plans and partnerships agreements.
- Assist with the production of funding proposals and progress reporting to FHF donors.
- Support development of skills and capacity with in-country teams including developing tools and resources and rolling out organizational systems, templates and guidance for operational functions including program cycle management, strategic planning, advocacy and resource mobilisation.

### Program Administration

- Facilitate communication between FHF teams based in-country with appropriate support functions based in Sydney.
- Coordinate East Asia events and meetings and prepare meeting records, correspondence and presentations.
- Manage records and documentation in accordance with record keeping processes.
- Maintain East Asia information on the intranet and internet.
- Prepare internal and external communications to promote the work of the Programs team.
- Monitor relevant international development sector websites, publications and media and share relevant information with the Programs team.

### Compliance and Planning

- Actively participate in the preparation, implementation and reporting of plans and forecasts in line with agreed measures and timeframes.
- Monitor compliance of programs and operations against FHF's policies and procedures, assisting country teams with operational requirements of headquarters.
- Demonstrate compliance with all legislation and The Foundation's policies and procedures.
- Undertake training as required and agreed with your manager.
- Promote and model appropriate behaviour to support The Foundation's culture, performance and brand.

### Team Contribution

- Maintain positive and effective working relationships and constructively contribute and collaborate with all colleagues, consulting with others and using a high level of initiative to resolve issues.
- Delivery high quality work that supports our global operating environment.
- Support regional and global learning initiatives, to build a shared knowledge base in-country and in Australia.
- Maintain collaborative working relationships with FHF's external stakeholders.
- Demonstrate compliance with all legislation and The Foundation's policies and procedures.

### Values and Behaviour

- Promote and role model appropriate behaviour to support The Foundation's culture, performance and brand.
- Actively support The Foundations commitment to the principles of diversity, inclusion and EEO.
- Actively demonstrate the organisational values:
  - Integrity:** We stand up for what is right
  - Collaboration:** We are stronger together
  - Empowerment:** We make a difference
  - Action:** We focus on results.

**Health, Safety and Wellbeing**

- Adhere to all health and safety policies and procedures of The Foundation and take all reasonable care that your actions or omissions do not impact on the health and safety of others in The Foundation.
- Cooperate with all health and safety policies and procedures of The Foundation and take all reasonable care that your actions or omissions do not impact on the health and safety of others in The Foundation.

**Child Protection**

- This position does involve “working with children”.

**Person Specification**

	<b>Essential</b>	<b>Desirable</b>
<b>Qualifications, Experience and Knowledge</b>	<p><b>Qualifications</b></p> <ul style="list-style-type: none"> <li>• Bachelor International Development, Public Health or other relevant tertiary study.</li> </ul> <p><b>Experience &amp; Knowledge</b></p> <ul style="list-style-type: none"> <li>• Proven interest and knowledge of international development issues, public health and the donor landscape.</li> <li>• Minimum 2 - 4 years’ experience in the development or humanitarian sector, preferably for an INGO working with headquarters and in-country teams.</li> <li>• Minimum 2-3 years working in a developing country, working closely with stakeholders.</li> <li>• Demonstrated knowledge of logical frameworks or other project design concepts, project cycle management, monitoring and evaluation and proposal writing.</li> <li>• Coaching and capacity building approaches of working within teams.</li> </ul>	<p><b>Qualifications</b></p> <ul style="list-style-type: none"> <li>• Masters International Development, Public Health or other relevant tertiary study.</li> </ul> <p><b>Experience &amp; Knowledge</b></p> <ul style="list-style-type: none"> <li>• In-country experience in East Asia.</li> <li>• Spoken and written proficiency of East Asian languages.</li> </ul>
<b>Skills and Attributes</b>	<p><b>Skills</b></p> <ul style="list-style-type: none"> <li>• Outstanding English written and verbal communication skills.</li> <li>• Outstanding organisational and time management skills.</li> <li>• Ability to support development of skills and capacity including training initiatives.</li> <li>• Proven facilitation ability.</li> <li>• Excellent interpersonal skills with the ability to manage a wide variety of diverse relationships utilising a collaborative and consultative approach to communication.</li> <li>• Proficient in Microsoft Office Suite applications.</li> <li>• Good analytical and problem solving skills.</li> </ul> <p><b>Attributes</b></p> <ul style="list-style-type: none"> <li>• Ability to meet conflicting deadlines.</li> <li>• Flexibility and adaptability in responding to change.</li> </ul>	<p><b>Skills</b></p> <ul style="list-style-type: none"> <li>• Familiarity with database and software applications.</li> <li>• Familiarity with financial budgeting process</li> </ul>

	<ul style="list-style-type: none"> <li>• An energetic self-starter with the ability to work effectively in a culturally diverse, busy and evolving team.</li> <li>• High degree of professionalism.</li> </ul>	
<b>Other</b>	<ul style="list-style-type: none"> <li>• Eligibility to travel in East Asia (Cambodia, China, Indonesia, Laos, Philippines or Viet Nam) and eligibility to live in Viet Nam or Cambodia.</li> <li>• Preparedness to undergo background checks including criminal records check and qualifications check.</li> <li>• Preparedness to undergo an additional working with children check for positions which have been identified as having access to children.</li> <li>• Availability to travel domestically and internationally.</li> </ul>	

***This job description defines the broad accountabilities of this position which may change based on organisational need. Please refer to divisional, team and individual work plans for more specific details.***