

JOB DESCRIPTION



Role Information			
Job Title	Senior Program Manager	Division / Location	International Programs – Vietnam Da Nang
Date	September 2015	Career Band	Manager
Employment Type	Full time permanent	Role balance guide	People: 40% Operations: 30% Technical: 30%
Name	Vacant		
Role summary	<p>The Senior Program Manager will contribute to organizational strategic objectives and planning, and will manage FHF Vietnam Programs to provide overall coordination and ensure projects are designed and delivered in line with the Country Strategy and Global Strategic Framework.</p> <p>The Senior Program Manager will achieve their operational objectives by contributing information and recommendations to strategic plans and reviews; preparing and completing project plans and reports; ensuring quality and Best Practice standards; identifying trends; determining system improvements; and implementing change, among others.</p> <p>Key areas of accountability include:</p> <ul style="list-style-type: none"> • Strategic, technical and programmatic oversight–management • Strategic Partnership Management • Advocacy and Representation • Financial and Resource Management • Monitoring and Evaluation • Planning and Compliance • Leadership and management • Team contribution • Values and Behaviour • Health, Safety and Wellbeing • Child Protection 		
Reporting & Requirements	<ul style="list-style-type: none"> • Reports to: Country Manager • Member of: Programs and FHF Vietnam • Required to: Travel as required 		
Role Relationships	<p>Relationship with Manager</p> <ul style="list-style-type: none"> • Manager assigns tasks and is accountable for performance and development 	<p>Works with these roles</p> <ul style="list-style-type: none"> • All FHF Vietnam staff • FHF East Asia Staff • Service Providers (Partners) • Government Agencies • Stakeholders (other INGOs) • NGO councils in respective countries • Community Leaders 	

Core accountabilities

Strategic, technical and programmatic management:

- Provide strategic leadership, effective management, coordination as well as planning and leading engagement across the program team in designing, implementing and monitoring projects in line with the strategic plan to ensure maximum impact and effectiveness.
- Provide technical support and leadership to the Program Officers on all aspects of programming, with respect to planning, design, implementation, evaluation, status, and progress of projects
- Lend technical expertise in relation to capacity building, planning, implementation, monitoring and evaluation to key governmental and non-governmental partners
- Programme Design and Implementation: coordinates the program team to develop and implement sustainable programs that are country-owned and country-driven.
- Maintain achievable and measurable objectives for program work that align to the Partnership in support of the Country National Plan of Action for Non-Communicable Diseases.
- Delegation of responsibilities and assignments, performance monitoring and evaluation as well as jointly coordinating activities for the development and management of FHF program activities

Strategic Partnership Management:

- Develop & manage strategic partnerships & linkages involving key stakeholders
- Support partner organizations to identify issues that require advocacy, including raising the profile of blindness as a public health issue and build support for eye health from key stakeholders
- Support partners strategic direction and technical guidance on issues related to strengthening of systems (leadership and governance, health manpower capacity development, health reform, health financing).

Advocacy and Representation:

- Represent FHF in coordination meetings and other related areas forums
- Work with the Country Manager in bringing forward the FHF Advocacy agenda and objectives and oversee the advocacy and communications components of FHF programming at the National level, including raising the profile of Eye Health as a public health issue and building support for FHF programs
- Keep track of the emerging issues and represent the organization at key forums as appropriate, and advocate for FHF philosophy and policies

Financial and Resource Management

- Lead the development and review of program budgets, ensure tracking of expenditure against set deliverables, working with the Finance & Administration Manager (FAM) to advise the Country Manager.
- Work with the FAM to ensure cohesive synergies between the Programs, and Finance and Admin staff to develop and utilize tools that ensures partner accountability for FHF funds / effective use of resources
- Conduct, document and disseminate periodic cost-benefit analysis of FHEA projects

Monitoring, and Evaluation:

- Oversee the qualitative and quantitative outcomes and impacts of the Program and the partners' work, in collaboration with the Program Managers to ensure successful implementation in line with the plan.
- Ensure all program documentation meet the required quality and ensure compilation and sharing of timely and quality reports.

Planning and Compliance:

- Proactively identify and manage strategic and operational risks in FHF programs, ensuring compliance with all relevant legislation, national and local, FHF policies and procedures.
- Collaborating with colleagues to encourage proactive health and safety behaviours in addition to implementing all agreed health and safety initiatives and taking effective action to address risks, incidents and accidents
- Demonstrate compliance with all legislation and The Foundation's policies and procedures.

Team Contribution

- Constructively contribute and collaborate with all colleagues.
- Delivery high quality work that supports our global operating environment.
- Demonstrate compliance with all legislation and The Foundation's policies and procedures.

<p>Values and Behaviour</p> <p>Promote and role model appropriate behaviour to support The Foundation’s culture, performance and brand.</p> <ul style="list-style-type: none"> Actively support The Foundations commitment to the principles of diversity, inclusion and EEO Actively demonstrate the organisational values: <ul style="list-style-type: none"> Integrity: We stand up for what is right Collaboration: We are stronger together Empowerment: We make a difference Action: We focus on results
<p>Health, Safety and Wellbeing</p> <ul style="list-style-type: none"> 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.
<p>Child Protection</p> <p>This position does involve “working with Children”</p>

Person Specification		
	Essential	Desirable
Qualifications, Experience and Knowledge	<p>Qualifications</p> <ul style="list-style-type: none"> Bachelor International Development, public health or other relevant tertiary study. <p>Experience</p> <ul style="list-style-type: none"> More than 8 years’ experience in the NGO sector managing complex programs in public health or development; with exposure to eye health programming. Excellent project management skills, including working with partners and stakeholders for implementing, monitoring and evaluation. Extensive experience in managing complex, large scale programs in development; including new projects design and proposals Strong financial literacy and budget management <p>Knowledge</p> <ul style="list-style-type: none"> Strong knowledge of the context of Vietnam’s health system and international development sector Clear understanding of the political, economic, social and environmental issues and trends. 	<p>Qualifications</p> <ul style="list-style-type: none"> Masters degree in Public Health, International development, Economics or another related field
Skills and Attributes	<p>Skills</p> <ul style="list-style-type: none"> Excellent communication skills, including fluency in written and spoken English and Vietnamese. In particular, must have a strong level of written English for preparing project reports. Excellent interpersonal skills with the ability to influence effectively a variety of stakeholders across different cultures and geographies Strong skills in coaching and providing feedback conceptual, analytical and problem solving skills Confident presentation and public speaking skills <p>Attributes</p>	

	<ul style="list-style-type: none"> • Strong conceptual and analytical skills to be able to develop and plan new initiatives, identify critical issues, build capacity and standardize processes • Supportive and encouraging management style, with demonstrated track record in managing performance and building capacity • Demonstrated capacity to work effectively in cross-cultural / mixed language environments • Passion for driving change and taking on challenges
Other	<ul style="list-style-type: none"> • Eligibility to work in Vietnam • Preparedness to undergo background checks including Criminal records check and qualifications check • Preparedness to undergo an additional working with children check for positions which have been identified as having access to Children • Willing and able to travel regularly to project sites in various districts/ regions across Vietnam.

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