



www.peakvision.org

Programme Coordinator

Limited Term Consultant [6 month contract] with potential for extension

Location: Remote (timezone: GMT-1 to GMT+6).

Closing Date: 21st July 2022

Team: [Programmes](#)

Travel: Dependent on extension of contract

Benefits: Working at Peek has many benefits. Please find more information about those benefits [here](#).

To Apply: You must submit your full application through our [recruitment site](#) by the closing date noted above.

Millions of people worldwide are losing their sight unnecessarily. Join a mission driven award winning team who are intent on changing this.

[Introduction to Peek Solutions](#)

Peek CEO, Dr. Andrew Bastawrous:

- [Rolex Awards Laureate, 2016](#)
- [2014 TED talk](#) explains the inspiration and ideas that led to Peek's creation.
- [BBC: The eye doctor who could not see the stars](#) By Smitha Mundasad

The Role

The role of the Programmes Team is to help our partners around the world use Peek Solutions to provide more effective eye health services to more people. Our partners are international NGOs, local service providers, and national governments. The Programmes team leads the implementation of Peek programmes, and provides first-line support for partners.

With the growing number of programmes implementing programmes powered by Peek, we need to optimise and coordinate our administration of the programmes for our scalability.

As part of the Programmes Team, the Coordinator is responsible for day-to-day task management within the Programmes Team and setting up scalable processes. The role requires multitasking across a range of responsibilities, including scheduling of meetings, note taking and follow ups, receiving and forwarding communications,

and taking care of more general logistical duties.

Peek's culture enables a self managed team structure. This provides a high level of ownership and accountability within each role, and enables effective and frequent collaboration between team members and across teams.

You will relish the challenge of working across the whole range of programmes across multiple different countries. You will have the creativity and drive to set up new administrative systems and improve existing ones. Through continued support efforts and cross team involvement, you will gain the experience and develop judgement to understand and act where support is most needed when faced with competing priorities.

Peek's staff are distributed internationally around the globe and our customers and software users operate and deliver programmes in multiple countries. Travel to programmes using Peek in different countries will be part of the role (in line with Peek's Travel Safety Policy). Peek's culture enables a self managed team structure. This provides a high level of ownership and accountability within each role, and enables effective and frequent collaboration between team members and across teams.

Responsibilities and Attributes

The key responsibilities of the role are:

- Develop and/or administer programme systems and processes that are simple to use and increase the effectiveness and efficiency of administration across the programme delivery, collaborating with all internal stakeholders involved in design, software training and data reviews.
- In collaboration with trainers and programme management leads, set up materials and documentation for new programmes. This includes, but is not limited, to putting together the necessary tools, templates and guides for new programmes,
- Support the system development for external access to materials by Peek's implementing partners, in accordance with Peek's privacy and security controls, and ensure set-up is complete with programmes receiving access to the system.
- In collaboration with trainers and programme management leads, implement logistics, coordination and scheduling of programme design meetings, data review meetings, and other relevant internal and external programme related meetings.

- Ensure meeting notes are recorded and distributed to stakeholders in a timely manner, capturing decisions and action items in all relevant programme meetings and ensuring follow-up with relevant stakeholders for completion of action items.
- Support with logistical travel arrangements for programme related meetings (internal and external).

The key attributes we have identified for the role are:

- Self motivated and a fast learner. Strong multi-tasking, planning and organisational skills with the ability to prioritise within an environment of constant change, unknowns and tight deadlines
- An individual with excellent care and attention to detail who will ensure implementation of tasks to a high standard.
- Able to ensure actions are completed, operating diligently, and meeting timelines, budgets and measures.
- Comfortable handling confidential information.
- A great relationship builder, with the ability to connect to different types of people and cultures, able to work and collaborate remotely across Peek and external partners.
- Proficient in a variety of computer software applications including Microsoft Office Suite, Google Suite, Zoom, Whatsapp and iOS.
- Excellent English written and verbal communication skills

About Peek

1.1 billion people worldwide have preventable or curable vision loss, including 43 million who are blind. And rates are rising. Vision loss can have devastating effects on education, social status, and livelihoods. Simple, cost-effective treatments exist, like cataract operations or glasses. Further, the burden of most eye conditions is not borne equally. The majority of cases are in Africa and Asia, where eye care services are limited and people travel long distances to reach hospitals.

[Peek Vision](#) is a social enterprise that powers eye health programme providers to strengthen systems and service delivery with a software and data intelligence platform.

We are dynamic, impact-driven and [award-winning](#). Our solutions for school & community eye health providers include:

1. Population-level eye health surveys
2. Programme design

3. Software
4. Data insights

For a brief introduction explaining how Peek powers school and community eye health programme providers to make unmet eye health needs visible, watch this [Introducing Peek Vision video](#).

Peek Capture is a smartphone app that allows non-specialists - such as teachers and community health workers - to conduct vision screening and eye health surveys in homes, communities and schools. It integrates the visual acuity check from our award-winning [Peek Acuity](#) Android App, allowing anyone to check visual acuity using a smartphone.

Peek Admin is a web platform that displays the real-time data entered in Capture, allowing healthcare providers to understand where the need is greatest and how to improve services.

They are used to power our two main offers:

Peek for [School](#) and [Community](#) Eye Health Programmes

We use Peek Capture to help eye health providers reach communities and join up local services, while data from Peek Admin helps ensure those who need treatment are reached. We offer our public health expertise to adapt the solutions to local needs and help partners analyse the data for iterative improvement.

Peek for [RAAB7](#)

RAAB (Rapid Assessment of Avoidable Blindness) is a rapid survey methodology developed at ICEH (International Centre for Eye Health) to identify the prevalence of eye health issues in a given population. Identifying population need is the first step to advocating for and designing impactful programmes.

To apply, please submit your full application through our [recruitment site](#) by the closing date noted above. Working for Peek Vision provides a number of benefits - to find out more about our approach to compensation and benefit provisions please [click here](#).

Peek is an equal opportunity employer. Peek will not discriminate and will take measures to ensure against discrimination in employment, recruitment, advertisements for employment, compensation, termination, promotions, and other conditions of employment against any employee or job applicant on the bases of age, disability, gender, marital status, parenthood,

race, religion or belief, sex, sexual orientation, or any other factor which may be deemed discriminatory. Further the diversity of our team is important and crucial to our impact and we seek to ensure our team has affinities or links to the communities where we are most active.