



**Position:** Program Manager, Nepal  
**Reports To:** Country Director, Nepal & Bhutan  
**Matrixed Manager:** Manager of Learning & Development – Primary Care  
**Location:** Kathmandu, Nepal  
**Position Type:** Full-time

### **ORGANIZATIONAL PROFILE:**

For more than 43 million people, blindness is a daily reality; another 295 million suffer from moderate to severe vision impairment. 90% of these people live in low- and middle-income communities where access to eye care is limited and the challenges for those who can't see are severe. But, there is hope: 80% of this burden is treatable or preventable. For example, 17 million blind people could be cured with a 10-minute cataract surgery. Millions more suffer from corneal blindness, which is often preventable or treatable. At the Cure Blindness Project, we believe avoidable blindness can – and must – be overcome. For more than 25 years, we have worked alongside a capable network of collaborators to help people around the world retain and regain their sight by developing high-quality, cost-effective eye care systems in underserved areas of the world. With the help of partners in more than 25 countries, Cure Blindness Project has provided more than 1.4 million sight-restoring surgeries and screened more than 14.5 million people to provide care and basic treatments. We've trained more than 19,500 eye health professionals, and have established 5 eye hospitals. There is more work left to do, but we can overcome the mountain of global blindness, together.

Cure Blindness Project is expanding its team to meet new challenges, scale its work, and broaden its reach. We are seeking individuals who are passionate about changing lives and want to be a part of a team that works together to reach new heights. We want leaders who can aim high, make things happen, and are invested in building a positive team dynamic to bring the work to life.

**VISION:** We will be the catalyst to create a world in which no one is needlessly blind.

**MISSION:** We enable countries to end avoidable blindness by developing high quality, cost-effective eye care systems in underserved areas of the world so everyone everywhere can regain or retain their sight.

---

**SCOPE OF WORK:**

This role focuses on work in Nepal while supporting other regions as needed.

The Program Manager, Nepal will be responsible for coordinating with existing and new partners for activity-level planning and execution; facilitating program activities, ensuring alignment with stakeholders; organizing and assisting with government compliance meetings (e.g., CPAC/LPAC) and maintaining effective communication with regional and global program staff to ensure seamless collaboration.

The Program Manager will assist in the development and amendment of project agreements to meet program objectives and will contribute to the annual budgeting and work planning processes to ensure effective resource allocation.

Additionally, this role will support mid-term evaluations and ongoing project monitoring to track progress and impact; collect and analyze data to assess project outcomes and inform decision-making and assist with pre- and post-training patient data collection and reporting to evaluate training effectiveness.

**ESSENTIAL JOB FUNCTIONS:****Documentation and Reporting**

- Document patient stories, photos, and videos for impact reporting and program promotion.
- Prepare and process payment requests promptly and accurately.
- Reconcile budgets and expenditures to ensure financial accountability.
- Data collection for primary care activities.

**Program Activities Execution**

- Facilitate program activities in collaboration with partners and stakeholders.
- Ensure effective coordination with government agencies, partners, and related stakeholders to achieve program goals.
- Facilitate primary care training in collaboration with partners.

**Administrative Support**

- Participate in matrixed calls and collaborative meetings to align program efforts and ensure effective communication.
  - Provide administrative support for CPAC/LPAC meetings and related activities.
  - Oversee logistics management for national events and program activities to ensure smooth execution.
-

## Financial Oversight

- Assist with financial processes, including annual and activity budgeting, expenditure monitoring, reconciliation, and payment requests for programs.

## **QUALIFICATIONS**

- Master's Degree in Business Management field or equivalent experience preferred.

## Required Skills/Knowledge/Abilities:

- Ability to work effectively and diplomatically with a diverse range of internal and external stakeholders including partners, cross functional teams, senior level subject matter experts.
- Ability to think strategically and propose innovative solutions to complex challenges.
- Strong organizational, communications, relationship, and project management skills, with the ability to manage multiple projects simultaneously, prioritize tasks, meet deadlines, and deliver high quality products.
- Detail-oriented with an ability to set clear priorities alongside keen analytic, organizational, and problem-solving skills that drive decision making and projects to completion.
- Set and meet project roadmaps with properly scoped deadlines that have well-defined milestones.
- Ability to thrive and adapt in a fast-paced and evolving environment – virtually and in-person.
- Experience working in multi-cultural environments and ability to successfully collaborate with cross functional teams and leaders to drive results.
- Strong written and spoken English language proficiency.
- Previous experience in international non profit organization program Manager roles preferred.
- Flexibility to work off hours, nights, and weekends when needed.
- Ability to travel domestically and internationally up to 30% of the time.

## Experience:

- Minimum of five years' experience with program management in the NGO or health care setting.
-

Additional qualifications include:

- Excitement to join a nonprofit institution poised to expand global operations.
- Outgoing personality that can collaborate with a variety of personalities at all levels of the organization, building relationships and shared goals across departments and partner organizations.
- Demonstrated ability to work effectively in diverse cultural contexts, with sensitivity to varying perspectives and practices.
- Strong critical thinking and problem-solving skills to address challenges and develop practical, innovative solutions.
- Capacity to navigate uncertainty and remain resourceful and effective in dynamic environments.
- A sense of discretion and a high degree of professionalism is required, ability to maintain confidentiality of highly sensitive information.
- Demonstrates a highly professional and cooperative demeanor with supervisors, coworkers and partners.
- Strong interpersonal, communication, facilitation, and presentation skills.
- Detail oriented and able to efficiently prioritize tasks.
- Flexibility to adjust and contribute to continually evolving work situations and changing priorities.
- Excellent computer skills and technical aptitude, proficient with Google Workspace, MS Office, Asana (and other cloud-based software), MacOS, and experience with Apple hardware.
- Committed to advancing diversity, equity and inclusion.

Physical requirements:

- Prolonged periods of sitting at a desk and working on a computer.

### **To Apply**

We invite qualified candidates to submit a resume and cover letter. Please send materials via email to: [jobs@cureblindness.org](mailto:jobs@cureblindness.org)

The Cure Blindness Project encourages applications from people of all races, religions, national origins, genders, sexual orientations, gender identities, gender expressions, and ages, as well as veterans and individuals with disabilities.

---