

# Robert Smith

## Programme Manager

### PERSONAL STATEMENT

Responsible for Developing, obtaining approval for, and subsequently track spend against program budget throughout program duration, and also Identifying any significant deviations & seek re-approval of the budget as appropriate.

### WORK EXPERIENCE

#### Programme Manager

ABC Corporation - 2009 - 2011

##### Responsibilities:

- Assisted in the development of the country strategic plan 1 Assist the Country Representative in preparing the Quarterly Bulletin and the Annual country strategic plan progress report.
- Supervised the project officers ensuring that they manage their individual project caseload to the standards expected in the OPD Policies & procedures handbook.
- Ensured that all aspects of the programme are monitored and evaluated 1 Make regular visits to projects and partners.
- Supported partners and other stakeholders by Advising partners to manage all aspects of the project cycle including planning, implementation and monitoring & evaluation.
- Provided technical advice to partners on the core areas of Sight Savers work.
- Ensured project documentation meets the required quality.
- Helped prepare financial forecasts and monitor expenditure against these, advising the Country representative on financial trends etc.

#### Programme Manager

Delta Corporation - 2008 - 2008

##### Responsibilities:

- Support the existing National Eye Care programs in their implementation via coordination, reporting, and evaluation 1 Prepare Term of Reference for visiting partners in the Eye Care humanitarian aid delivery sector and arrange necessary field visitations.
- Coordinating with other actors in the Country including local and international NGOs, UN agencies, Government line ministries donors, and the local community leaders for the successful implementation of the Eye Health Care program.
- Facilitate sector coordination and ensuring the sharing of humanitarian information as requirements for the achievement of humanitarian mission goal.
- Develop and design strategy to building the capacity of County Health teams, and CBOs, for the implementation of the Ancho prevention program.
- Determine ways to gain better access to the communities through the use of a participatory approach for a suitable community recovery

### CONTACT DETAILS

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### SKILLS

Project Management,  
Problem Solving, Project  
Coordination,  
Healthcare, Community  
Outreach,  
Administration,  
Computer .

### LANGUAGES

English (Native)  
French (Professional)  
Spanish (Professional)

### INTERESTS

Climbing  
Snowboarding  
Cooking  
Reading

### REFERENCES

Reference - 1 (Company  
Name)  
Reference - 2 (Company  
Name)

program.

- Develop a comprehensive approach to project planning and implementation adapted to the specific security and humanitarian conditions in Liberia.
- Prepare quarterly reports & developing activities that will enlarge the existing partnership approach 1 Directly liaise with humanitarian services providers and ensure the respect of sphere standards.

## **Education**

Master In Public Health