

INTERNATIONAL CENTRE FOR EYECARE EDUCATION

POSITION DESCRIPTION

TITLE: Vision Centre Manager

Position: Full-time position

Grade: Level 6

Location: National Referral Hospital, Honiara

Division: Ophthalmology Department

The International Centre for Eyecare Education (ICEE) is an Australian-based international non-government organization (NGO) that implements sustainable primary eye care programs and develops optical workshops to ensure everyone has access to quality and affordable spectacles. ICEE works with governments to strengthen its eye care and refraction services in the public hospitals and ensures prescription spectacles are available to all people at low cost.

The Vision Centre Manager will be responsible for managing all Vision Centre activities in the Solomon Islands. This position is based in the National Referral Hospital in Honiara and some travel to the other Vision Centres in the Solomon Islands in the future may be required.

Duties and Responsibilities:

- Spectacle distribution:
 - Developing a spectacle distribution plan and managing the spectacle distribution between Honiara and other Vision Centre locations in regional areas of the Solomon Islands
- Optical Workshop
 - Manage all spectacle orders to be generated into spectacles from the Vision Centres
 - Stock management and ordering lenses, frames, parts and jobs as required
 - Cut, fit and dispense spectacles when required
- Undertake the following administrative tasks:
 - Daily opening / closing of the optical workshop
 - Manage inventory lists and prepare purchase requisitions for additional stock
 - Ensure all patient data is entered into the software system, in accordance with the financial policy and procedures
 - Ensure all financial payments for suppliers and creditors is captured and processed
 - Maintain accurate and well ordered filing system for all expenditure and patient records
 - Prepare daily banking reconciliations
 - Manage stock control in the software system
 - Ensure the Vision Centres and Optical Workshop adhere to the Standard Operating Procedures
 - Liaise with Vision Centre support officers in ICEE Sydney office
 - Prepare the monthly Vision Centre reports for ICEE Australia management teams
 - Compile and send monthly monitoring data to ICEE Australia management teams
 - Adhere to ICEE and MOH reporting procedures

Note: Training will be provided to successful applicant for dispensing spectacles as stated above; no prior knowledge is required

Skills Required:

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- Experience with various computer programs including email system, Microsoft Word, Excel and accounting packages
- Excellent written and verbal communication skills in English
- Experience in managing stock, inventory and administration
- Ability to meet deadlines
- Attention to detail; ability to work independently; willingness and ability to learn

Criteria:

- Minimum 4 years work experience.
- Retail, stock management and administration background preferred
- Willingness to undertake training provided by ICEE
- Desire to develop skills and work in a technical environment

- Completed university degree preferred
- Citizen of Solomon Islands

Please send CV and letter of intention via email to Naomi Freuden at n.freuden@icee.org by 1st March 2010.

NB: This is the final date we will be accepting CVs