



420 – 700 Industrial Avenue  
Ottawa, Ontario  
Canada K1G 0Y9  
ph: 613-857-0521  
web: [www.vetswithoutborders.ca](http://www.vetswithoutborders.ca)

**Position:** Program Manager, Partnerships

**Location:** Remote, Canada

**Reports to:** Head of Programs

**Salary range:** \$70,000 - \$85,000

**Application deadline:** May 31, 2023

**Start date:** June 19, 2023, ASAP

Veterinarians without Borders/ Vétérinaires sans Frontières – Canada (VWB/VSF) is a charitable, humanitarian organization whose mission is to work for, and with, those in need to foster the health of animals, people, and the environments that sustain us. More information about the organization can be found at [www.vetswithoutborders.ca](http://www.vetswithoutborders.ca).

Reporting to the Head of Programs, the Program Manager, Partnerships will support partner capacity building, manage project activities and expenditures, supervise local coordinators and coordinate work with consultants and volunteers within the VWB/VSF Volunteers Co-operation Program. The Program Manager, Partnerships will have overall responsibility for collating and submitting partner narrative reports on a regular basis to the Head of Programs to be incorporated in donor and organizational reporting, oversee the preparation and approval of annual partner activity plans and budgets as well as quarterly financial reports. The Program Manager, Partnerships will ensure close collaboration and coordination with local coordinators and cooperating partners to guarantee smooth implementation of activities and achievement of results as specified in grant agreements which could include up to 35% travel. As part of this role the Program Manager, Partnerships may be called upon to employ resourcefulness in implementation and monitoring of projects and trouble shoot problems, in order to identify and implement creative solutions.

Working in close collaboration with the Head of Programs, the Program Manager, Partnerships will ensure the VWB/VSF program activities comply with the policies and regulations of the donor organizations and be responsible for the VCP partner program deliverables, program planning, budgeting, action plans and monitoring processes.

## **RESPONSIBILITIES**

### **Program Management and Implementation**

The Program Manager, Partnerships will contribute to the effective implementation of programming in Ghana, Kenya, Senegal, Vietnam, Cambodia and Lao to the highest standards and to the satisfaction of all stakeholders, including rural communities, funders, local partners and project collaborators:

- Lead the development of partner capacity building plans, project strategies, annual workplans, budgets, project agreements, annual partnership review, contracts and MOUs;
- Working with VWB/VSF's Finance and Administration Director and Finance Manager ensure the program spending and budget is well managed and monitored;



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- Review and approval regional partners project level financial reports on activities planned against spending and variance explanations
- Monitor project implementation to ensure that all project activities are on schedule and adhere to VWB/VSF policies and procedures;
- Prepare and submit program technical reports, capturing results and lessons learned;
- Working through a gender equality lens, ensure that gender equality is a cross-cutting theme mainstreamed throughout VWB/VSF VETS program and reporting
- Oversee the management and professional development of regional project staff

### **Volunteer Administration**

- Help build project partnerships and guide volunteer placement planning in collaboration with the Partner organizations
- Review and provide input on the updating of volunteer handbooks, in-country guides and safety and security protocols for volunteers
- Support pre-departure training sessions to outgoing volunteers alongside Volunteer Engagement Manager, Volunteer Officer and consultants
- Under new PSEA requirements, ensure appropriate measures (protocols, training) are in place as well as needed follow up in the case of reported incidents.

### **Monitoring, Evaluation, Accountability and Learning**

- Ensure high-quality programming that achieves impact through consistent focus on monitoring, evaluation and learning in program planning and implementation.
- Support the development and implementation of appropriate monitoring and evaluation plans, based on gender transformative One Health principles
- In coordination with the VWB/VSF Country Coordinators, ensure timely and accurate monitoring and evaluation of country projects including the compilation, documentation and analysis of country specific data
- Develop, implement, and oversee data collection instruments and conduct qualitative and quantitative data collection
- Develop templates to document learning including dissemination plans
- Lead Monitoring and Evaluation visits in coordination with partner organizations for VWB/VSF Canada

### **Representation & Communication**

- Act as VWB/VSF Canada's principal external representative with a range of key donors, policy makers, governments, public and private partners, and news media.
- Attend and participate in external meetings, workshops, conferences etc. and brief the Head of Programs/VWB team as needed.
- Support Public Engagement activities and provide input for the website updates and ways of profiling VWB/VSF to a wider audience.



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### **Skills and Experience**

- 4+ years management experience in an international development setting
- 2+ years living and/or working in Volunteer Co-operation
- Experience leading GAC programming an asset.
- Knowledge and experience in program cycle management, including program planning, implementation, monitoring and evaluation
- Ability and willingness to travel internationally up to 30% of the time
- Skills in budget management and donor reporting/accountability/compliance
- Excellent written and verbal communications in French and English
- Strong organizational skills. ability to multi-task, and/or provide timely feedback on an as needed and/or urgent basis
- Demonstrated intercultural sensitivity and effective interpersonal skills
- Resourceful team player who can also be very effective independently
- Familiarity with the One Health concept an asset

### **APPLICATION**

Please send your CV and cover letter to [recruitment@vetswithoutborders.ca](mailto:recruitment@vetswithoutborders.ca)

VWB/VSF is an equal opportunities employer and we welcome applicants from a variety of backgrounds. We are particularly keen to consider applications from new Canadians and/or individuals from diaspora communities from the countries where we are working (Ghana, Kenya, Senegal, Cambodia, Laos, Vietnam, and South Sudan).