



410 – 700 Industrial Avenue
Ottawa, Ontario
Canada K1G 0Y9
web: www.vetswithoutborders.ca

Position title: Senior Program Manager

Location: Remote with up to 30% travel

Reports to: International Program Director

Salary range: \$80,000 - \$90,000

Reporting to the International Program, the Senior Program Manager will manage multiple program teams ensuring effective implementation of multiple multimillion dollar contracts, provide strategic oversight to staff and programs under the designated responsibility. The goal of this position is to ensure the portfolio of program areas (countries and grants) are led with oversight and strategic direction to increase the quality, efficiency and long-term impact of VWB's programs.

Strategic Direction

- Provide insights and guidance on how the designated programs fit into the overall VWB international program strategy
- Work with designated staff and country offices to ensure programming is aligned with VWB's strategic direction.
- Support the development of VWB's One Health, Localization and Gender strategy development and implementation.
- Ensure that gaps, challenges and opportunities for programming are strategically identified

Program Management and Implementation

- The Senior Program Manager will head the technical development and implementation of international programs under the designated portfolio to the highest standards and to the satisfaction of all stakeholders, including rural communities, funders, local partners and project collaborators:
- Effectively coordinate with operations, finance, project and communication teams to deliver exceptional results
- Oversee the design, monitoring and execution of projection implementation plans, annual work plans and donor reporting to ensure funder and internal compliance
- Provide overall direction and management to portfolio international program budgets and financial administration, where necessary resolve any contractual or budget issues with funders
- Oversee VWB's risk management strategy within the designated portfolio of international programs, ensuring the appropriate identification, mitigation and response to potential risks
- Guide portfolio team in managing local partners strategically and in alignment with the vision of VWB's localization strategy



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- Support any emergency responses within portfolio alongside the Executive Director
- Lead start-up of programs in designated portfolio alongside program team

Monitoring and Evaluation

- In collaboration with the MEAL Advisor, ensure monitoring, evaluation and accountability and learning are in place within the designated portfolio
- Work with the International Program Director to develop international metrics to measure organizational quality and impact in key strategic pillars

Human Resources

- Ensure team and volunteers effectively understand HR policies and are appropriately onboarded, trained as needed
- Recruit, coach and support staff to succeed. Effectively manage portfolio team remotely supporting professional development and annual workplans

Business Development

- Collaborate with Business Development team to identify and develop new opportunities within selected portfolio
- Alongside the Business Development team support the development of strategic relationship management of funders and key stakeholders
- Review proposals for technical accuracy and provide feedback when necessary.
- Support the development of new countries as needed and within the capacity of the teams

Representation and Communication

- Represent VWB/VSF Canada within the VSF International network, Volunteer Cooperation Agency Network, Digna and other key donors, policy makers, governments, public and private partners, and news media.
- Act as the central focus point with key donors, ensuring program compliance, growth and identifying new opportunities
- Attend and participate in external meetings, workshops, conferences etc.

RESPONSIBILITIES

Your profile:

- International work experience of at least 7 years
- Strong program background in managing GAC funded programs
- Experience with the mainstreaming of quality standards (knowledge management, gender, inclusion, people centredness, MEAL etc.)
- Familiarity with donor standards and requirements (multi-lateral, bi-lateral, UN, etc.)



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- Experience in the management of staff and large multidisciplinary teams
- Knowledge of operational aspects of programs (Log and Finance) desired
- Team Player, stress resistant, culturally sensitive
- Significant experience in international volunteering.
- Excellent organizational and administrative skills.
- Strong budgeting and grant management skills.
- Excellent communication and interpersonal skills in a multicultural context.
- Sense of initiative, creativity.
- Ability to work collaboratively and as part of a team in a remote setting
- Commitment to growth and development
- Strong organizational, administrative, communication and interpersonal

How to apply:

Please submit your cover letter and C.V. to recruitment@vetswithoutborders.ca by Aug 17th, 2023