



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

Position title: Senior Program Manager Emerging & Complex Countries

Location: Remote with up to 40% travel

Reports to: International Program Director

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

Reporting to the International Program Director, the Senior Program Manager Emerging & Complex Countries will be responsible for the programs within VWB/VSF's complex countries and lead the development of emerging countries.

RESPONSIBILITIES

Strategic Direction

- Lead strategy design for VWB/VSF within the country portfolio that incorporates a high-level analysis of the nuanced social, economic and political context across the region; remain current to shifting landscapes and ready to seize opportunities.
- Support the countries in implementing the strategy and aligned action plans.
- Guide VWB/VSF in developing strategic direction for emerging countries.

Program Growth Management and Implementation

The Senior Program Manager will contribute to the effective implementation of all current programs to the highest standards and to the satisfaction of all stakeholders, including rural communities, funders, local partners and project collaborators:

- Lead the development of project implementation plans, strategies, annual workplans, spending plans, project agreements, annual partnership reviews, contracts and MOUs;
- Manage project-specific relationships with funders and partners, including monitoring funder documents and communications, ensuring that requirements are understood, all staff are clear on responsibilities and deadlines are met;
- Monitor, revise and manage all project budgets within the complex country portfolio alongside the Program Finance
- Monitor project implementation to ensure that all project activities are on schedule and adhere to VWB /VSF policies and procedures;
- Work in collaboration with VWB technical advisors to ensure programming aligns with our gender equality lens and one health approach
- Prepare and submit program technical reports, capturing results and lessons learned;
- Ensure compliance with VWB/VSF documentation and archiving procedures;
- Oversee staff within portfolio, providing technical direction and performance management oversight to the team



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- Support countries with the development and implementation of country program strategies and donor engagement strategies
- Travel frequently to countries in portfolio
- Alongside the Business Development Manager, identify and develop opportunities in emerging countries with local partners, key stakeholders
- Strengthen and grow relationships with existing partners, stakeholders and donors

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
- Review and update international program indicators in alignment to donor and international partner needs
- Develop, implement, and oversee data collection instruments and conduct qualitative and quantitative data collection
- Arrange regular, documented project team meetings to discuss and plan program objectives and to improve the exchange on best practise and lessons learned

Business Development

- Work alongside the Business Development Manager to strategically grow resources; Identify and cultivate prospective regional multilateral and in country donors;
- Support the writing of concept notes, and proposals;
- Review proposals and supporting documentation and annexes for accuracy and compliance with donor regulations as required;
- Support assessments and program design workshops as needed ensuring strategic alignment with country and regional strategies;
- Support countries with the development and implementation of country program development and donor engagement strategies;

Representation & Communication

- Act as VWB/VSF's principal external representative for the portfolio 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 program team as needed;
- Work closely with the communication team and volunteers to arrange public engagement events (webinars, seminars, etc.) including the preparation and distribution of presentation materials, event registration, etc.;
- 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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- Ensure the collection and compilation of regular communication and project activity reports for use by the Communication Department

Your profile:

- International work experience of at least 7 years
- Strong program background in humanitarian settings and/or complex emergencies
- 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.)
- 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

What we offer:

- Start date: as soon as possible.
- Duty Station: remote with up to 40% travel

How to apply:

Please submit your cover letter and C.V. to recruitment@vetswithoutborders.ca by May 10th, 2023