



## **JOB OPPORTUNITY:**

# Project Manager

**Location:** Remote (Canada-based)

**Reports to:** Director of Program Operations

**Contract Term:** 12 months, with potential to extend based on funding

**Salary Range:** \$70,000 – \$75,000 CAD annually

## **ABOUT VWB/VSF NORTH AMERICA:**

Veterinarians Without Borders North America works alongside communities to improve the health of animals, people, and the ecosystems they share. Through One Health, gender-responsive approaches, and locally led partnerships, we strengthen community animal health systems, food and nutrition security, and climate-resilient livelihoods across Canada's North, Africa, Asia, Eastern Europe, and beyond.

## **POSITION SUMMARY:**

The Project Manager supports grant coordination, partner engagement, donor reporting, and proposal development across the organization's program portfolio. Working with program, finance, communications, and partner teams, this role helps ensure grant deliverables are tracked, reports are submitted on time, partner inputs are coordinated, and donor requirements are well organized.

This is a role suited to someone with project or grants management experience supporting nonprofit, international development, One Health, animal health, or community-based programs. The role requires strong writing, organization, follow-up, and attention to detail.

## **KEY RESPONSIBILITIES**

### **Project Management and Implementation (35%)**

- Lead day-to-day implementation of a donor funded project across Rwanda and Senegal.
- Coordinate the development and tracking of project work plans, procurement plans, budgets, and risk mitigation measures.
- Liaise regularly with field teams, local implementing partners, and VWB Finance, Communications, and Operations to ensure alignment and problem-solving.
- Monitor project progress to ensure timely delivery and compliance with donor requirements, contribution agreements, and internal policies.
- Support the development and oversight of contracts, MOUs, and partner agreements.



- Track deliverables, milestones, and donor commitments; support communication and coordination with the donor.

### **Monitoring, Evaluation and Learning (20%)**

- Work with local teams to ensure effective data collection, gender-responsive, and One Health indicators.
- Review and strengthen data collection tools and ensure alignment with the donors approach.
- Coordinate learning events and reviews; synthesize lessons learned and support adaptive management.
- Oversee the preparation and submission of high-quality narrative and financial reports for the donor, as well as internal use.

### **Strategic Support (10%)**

- Contribute to the ongoing strategic development of the project for future scale-up and knowledge sharing.
- Monitor contextual developments in Rwanda and Senegal and support program adaptations where necessary.
- Participate in project close-out processes, ensuring institutional memory and documentation of successes and challenges.

### **Business Development (10%)**

- Collaborate with the Director of Program Operations to contribute technical inputs, lessons learned, and program data for future proposals.
- Support donor scoping and relationship-building activities in Rwanda and Senegal where appropriate.

### **Representation and Communications (10%)**

- Represent VWB in key coordination meetings, workshops, and external forums related in Rwanda and Senegal.
- Coordinate with the Communications Team to share stories of impact, photos, and partner updates from the field.
- Contribute to visibility, public engagement, and knowledge dissemination materials related to the project.

### **Supervisory and Grant Management Support (15%)**

- Provide oversight, coaching, and technical support to country managers and project staff in Rwanda and Senegal.
- Coordinate technical consultants and partners, to ensure effective delivery of specialized training, capacity-building, and interventions.



### **Qualifications & Experience**

- Five years of relevant experience in international development programming.
- Experience supporting grants, donor reporting, partner coordination, or project administration.
- Strong writing skills, including reports, summaries, meeting notes, and donor updates.
- Strong organizational skills and ability to manage multiple deadlines.
- Experience using workplans, budgets, reporting templates, or tracking tools.
- Ability to coordinate information across teams and follow up diplomatically.
- Proficiency with Microsoft Office or similar tools, including Word, Excel, Teams, and SharePoint.
- English and French language skills.

### **Assets**

- Experience with institutional donors, foundations, or government funded grants.
- Experience working with implementing partners or community-based organizations.
- Familiarity with One Health, veterinary access to care, food security, livelihoods, gender equality, or climate resilience.

### **Core Competencies**

- Organized, reliable, and detail oriented.
- Clear and professional communicator.
- Collaborative and partner focused.
- Able to manage competing deadlines.
- Practical problem solver who flags risks early.
- Comfortable working in a remote team environment

### **HOW TO APPLY**

Interested candidates are invited to submit a resume and cover letter in one PDF to [recruitment@vwb.org](mailto:recruitment@vwb.org). Applications will be reviewed on a rolling basis until the position is filled.

*VWB is committed to equity, diversity, and inclusion and welcomes applications from all qualified individuals, especially those from traditionally underrepresented groups.*