



**Veterinarians
Without Borders**
North America

Canada Headquarters:

700 Industrial Ave
Suite #410
Ottawa, ON, K1G 0Y9
+1 (343) 633-0272

U.S.A. Headquarters:

One World Trade Center
85th Floor
New York, NY 10007-0103
+1 (212) 220-7192

Job Title: Country Director – Ukraine

Location: Remote (Based in Ukraine)

Salary Range: \$45,000 - \$50,000 USD annually (paid monthly)

Contract Type: Full-time 2-year term

Reports to: Director of International Development and Humanitarian Response, VWB North America

About VWB North America

Veterinarians Without Borders (VWB) North America 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. VWB North America has been operating in Ghana since 2015 and is looking to increase operational capacity in the country to meet growing needs. More information about the organization can be found at www.vetswithoutborders.ca.

Job Summary

VWB is seeking a highly motivated and experienced **Country Director** to provide strategic leadership, manage programming, and serve as the principal representative for VWB in Ukraine. The Country Director will lead a small team of national staff and work closely with local implementing partners, veterinarians, and civil society organizations. The role is remote but based in Ukraine and requires flexibility to travel within the country.

This is more than a leadership role – it's an opportunity to contribute meaningfully to Ukraine's recovery and resilience. You'll lead initiatives that support families, farmers, and communities by strengthening veterinary services and food systems in conflict-affected regions.

Key Responsibilities

Strategic Leadership & Program Oversight

- Lead the implementation of VWB's strategic plan and annual workplans in Ukraine.
- Supervise program activities and ensure alignment with donor priorities and organizational goals.
- Collaborate with local and international partners, stakeholders, and VWB headquarters.

Project Management

- Manage all program implementation and reporting for companion animal and livestock (narrative and financial).
- Support the project manager in planning and executing activities and resolving implementation challenges.



**Veterinarians
Without Borders**
North America

Canada Headquarters:

700 Industrial Ave
Suite #410
Ottawa, ON, K1G 0Y9
+1 (343) 633-0272

U.S.A. Headquarters:

One World Trade Center
85th Floor
New York, NY 10007-0103
+1 (212) 220-7192

Monitoring, Evaluation, Accountability, and Learning (MEAL)

- Implement data collection, M&E tools, and reporting frameworks in collaboration with the VWB M&E Advisor.
- Lead field monitoring visits and ensure timely reporting with both qualitative and quantitative indicators.

Partnership and Stakeholder Engagement

- Serve as the primary VWB representative in Ukraine for UN clusters, government meetings, and coordination forums.
- Maintain relationships with authorities, veterinary schools, NGOs, and other actors.

Fundraising and Program Development

- Support proposal development, concept note writing, and donor cultivation in coordination with HQ.
- Identify new funding and partnership opportunities.

Financial Management

- Manage country budgets, ensuring financial transparency, accountability, and compliance with donor regulations in conjunction with local and Canadian Finance staff.
- Work with local partner organizations to ensure proper financial reporting and controls on all projects.
- Develop and monitor annual budgets and forecasts in conjunction with Finance staff.
- Work closely with the accountant to verify compliance with financial documentation and financial and tax reporting.
- Approve payments and hold access to electronic signature tools (Qualified Electronic Signature).
- Review and approve financial statements, tax reports, and other mandatory filings.

Administrative Management:

Legal representation:

- Act as the official legal representative of the organization before state authorities, banks, donors, and other institutions.



**Veterinarians
Without Borders**
North America

Canada Headquarters:

700 Industrial Ave
Suite #410
Ottawa, ON, K1G 0Y9
+1 (343) 633-0272

U.S.A. Headquarters:

One World Trade Center
85th Floor
New York, NY 10007-0103
+1 (212) 220-7192

Organizational management:

- Maintain statutory documents (registration certificates, decisions, orders, etc.).
- Ensure timely updates to the Unified State Register (e.g. changes in leadership, legal address, organizational form, etc.).

Internal documentation and policies:

- Prepare, review, and sign internal documents such as orders, policies, declarations, and internal procedures.
- Safeguards key organizational assets such as registration papers, contracts, and e-signatures (potentially accounting software).

Supervision of external contractors:

- Manage the accountant and legal advisor (when needed): sets tasks, reviews deliverables, and ensures compliance with contracts, ensure timely payments.
- Sign and manage contracts with consultants, defining scope of work, deliverables, and timelines.
- Track virtual office lease and logistic company contracts and payments as needed.

Security & Risk Management

- Monitor security conditions and communicate updates to HQ.
- Implement and uphold safety protocols for in-country activities.

Safeguarding and Ethical Compliance

- Ensure adherence to VWB's safeguarding policies and the Sexual Misconduct Policy.
- Promote ethical standards and reporting mechanisms among staff and partners.

Qualifications

Essential:

- Master's degree in Veterinary Science, Animal Science, Agriculture, or International Development.
- Minimum 5 years of leadership experience in program management or international development.
- Strong experience in project coordination, stakeholder relations, and reporting.



**Veterinarians
Without Borders**
North America

Canada Headquarters:

700 Industrial Ave
Suite #410
Ottawa, ON, K1G 0Y9
+1 (343) 633-0272

U.S.A. Headquarters:

One World Trade Center
85th Floor
New York, NY 10007-0103
+1 (212) 220-7192

- Excellent written and verbal communication in Ukrainian and English.
- Strong familiarity with the Ukrainian agricultural, veterinary, and humanitarian context.

How to Apply

Please submit your CV and cover letter to recruitment@vwb.org with the subject line "Country Director – Ukraine" by **June 30, 2025**. Applications will be reviewed on a rolling basis.