



**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

Position Description: Senior Program Manager

Position Title: Senior Program Manager

Location: Home-based with international travel as required

Reports to: Director, Programs

Salary: 80,000 to 90,000

Employment Type: Full-Time, Permanent

Position Overview

Veterinarians Without Borders North America (VWB) works to improve animal health and welfare as a foundation for resilient communities. Through One Health approaches, VWB supports sustainable livelihoods, emergency response, and stronger health systems for animals, people, and ecosystems.

The Senior Program Manager plays a key role in managing and supporting VWB's international development and humanitarian response programming. Reporting to the Director of Programs, the Senior Program Manager will coordinate the implementation of a portfolio of country programs—including COHERS in Rwanda and Senegal—and support programming in Ukraine and South Sudan. This role includes oversight of project implementation, partner coordination, donor reporting (especially with GAC), and strategic engagement aligned with VWB's gender-transformative and One Health approach.

Key Responsibilities

Program Management and Implementation

- Coordinate the planning, implementation, and monitoring of assigned international programs, with a primary focus on COHERS (funded by Global Affairs Canada).
- Support the development and tracking of project implementation plans, annual work plans, procurement plans, budgets, and risk mitigation strategies.
- Liaise regularly with field teams, HQ departments (finance, communications, operations), and local partners to ensure effective coordination and delivery.
- Monitor project progress to ensure alignment with donor requirements, project agreements, and VWB/VSF policies.
- Contribute to the development and oversight of contracts, MOUs, partnership agreements, and annual partnership reviews.
- Support program-specific relationships with funders by tracking deadlines, ensuring compliance, and participating in donor communications and visits as required.
- Ensure proper documentation, archiving, and filing of project materials and correspondence.



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Strategic Support and Portfolio Development

- Contribute to the strategic direction and implementation of country-level and regional plans, ensuring alignment with VWB's overall international strategy.
- Monitor evolving political, economic, and social contexts in country portfolios to inform adaptive planning.
- Participate in program start-up and close-out processes, ensuring lessons learned are captured and shared.

Monitoring, Evaluation, Accountability, and Learning (MEAL)

- Work with MEAL specialists and field teams to ensure that monitoring and evaluation systems are in place and gender-transformative One Health indicators are tracked.
- Review and update program indicators and data collection tools to meet donor and organizational requirements.
- Facilitate learning reviews and ensure best practices and lessons learned are shared across teams and integrated into programming.
- Coordinate project reporting, ensuring timely submission of quality reports to funders, particularly Global Affairs Canada.

Business Development

- Collaborate with the Business Development Team to identify new opportunities and support proposal development.
- Contribute to concept notes and funding proposals by providing technical inputs, implementation frameworks, and lessons from current programs.
- Support donor mapping, in-country relationship building, and strategic alignment with regional and country priorities.

Representation and Communications

- Represent VWB at external meetings, technical working groups, and donor forums, as delegated.
- Support the preparation of communication materials and participate in public engagement events (e.g., webinars, technical workshops).
- Coordinate with the Communications Team to provide field updates and project stories for websites and donor reporting.



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Humanitarian Response Support

- Provide operational support for emergency preparedness and response activities in designated countries.
- Support partner vetting, risk assessments, and development of rapid response tools and plans.
- Contribute to the implementation of VWB's humanitarian response framework, ensuring local actors are engaged and supported.

Supervisory Responsibilities

- Provide technical guidance and performance oversight for country managers, program staff and field-based project staff within assigned country portfolios.
- Coordinate the engagement of consultants and technical experts to support project delivery as needed.

Qualifications

- Minimum of 7 years of progressive experience in international development or humanitarian programming, including field-based experience.
- Demonstrated experience managing donor-funded projects, with a strong preference for experience working with Global Affairs Canada (GAC) funded programs.
- Strong understanding of project cycle management, budgeting, work planning, and partnership coordination.
- Experience with results-based management, gender equality, and One Health or public health programming is an asset.
- Fluency in both English and French is required (spoken and written).
- Excellent organizational, interpersonal, and cross-cultural communication skills.
- Ability and willingness to travel internationally up to 25% of the time.

Please submit CV and cover letter to recruitment@vwb.org by July 20th.