



## Internal and External (JOB OPPORTUNITY)

### Background

Vétérinaires Sans Frontières - Germany (VSF Germany) is a non-governmental, non-profit making international Organization engaged in humanitarian aid and development assistance to pastoralists and vulnerable communities in areas where livestock is of importance. With support in animal health, agriculture, WASH, marketing, and food safety, VSFG works towards food security and strengthened livelihoods of pastoralist and agro-pastoral communities. VSF Germany is registered and licensed in Ethiopia by the Authority for Civil Society Organizations since March 2010 as foreign organization re-registered since May 23, 2019, with License no 1662. VSF Germany implements activities in Ethiopia, Sudan, South Sudan, Kenya, Somalia, and Uganda.

VSF Germany seeks to recruit qualified and well experienced staffs for the project entitled "Drought Emergency Response in Borana, Afar, South OMO and Somali Region (DER-BOASS)" funded by U.S Department of State. Female candidates are highly encouraged to apply.

### Position:

**Job title:** Program Coordinator

**Duty Station:** Addis Ababa (with frequent travel to project regions)

**Employment Type:** Full-time

**Reports to:** Country Program Manager

**Monthly salary:** As per the VSF Germany salary scale

**Of positions:** One (01)

**Length of Contract:** Six months

### Job Summary:

The Program Coordinator will provide overall leadership, coordination, and management of the integrated program implemented across multiple regions under the DER-BOASS project. The position will ensure effective planning, implementation, monitoring, and reporting of program activities, while ensuring compliance with donor requirements and organizational standards.

The Program Coordinator will work closely with sector coordinators, regional project teams, government institutions, and development partners to ensure harmonized implementation of program interventions. The role will also support strategic planning, resource management, stakeholder engagement, and program learning to ensure the project achieves its objectives and delivers results for target communities.

### Key Duties and Responsibilities

#### 1. *Program Leadership and Coordination*

- Provide overall leadership and coordination for the DER-BOASS program implemented across multiple regions.
- Ensure effective planning, implementation, and monitoring of program activities across WASH, agriculture, and other program components.
- Coordinate regional teams to ensure harmonized implementation of program activities.
- Lead the development and consolidation of annual work plans, implementation schedules, and program targets.

## **2. Program Management and Oversight**

- Ensure timely and quality implementation of all program components in line with project objectives and donor requirements.
- Supervise and support sector coordinators and project managers to ensure effective program delivery.
- Address implementation challenges and provide guidance to field teams.

## **3. Budget Management and Resource Planning**

- Oversee program budgets and ensure efficient and transparent use of financial resources.
- Monitor expenditures across project regions and ensure alignment with approved budgets.
- Work closely with finance teams to track spending and forecast program costs.

## **4. Monitoring, Evaluation and Reporting**

- Oversee program monitoring and evaluation processes in collaboration with the MEAL team.
- Review progress reports from regional teams and ensure timely submission of donor reports.
- Use monitoring results to guide program improvements and adaptive management.

## **5. Stakeholder Engagement and Representation**

- Maintain strong collaboration with federal and regional government institutions, donors, and development partners.
- Represent VSF Germany in coordination platforms and relevant program meetings.
- Strengthen partnerships to support effective program implementation and sustainability.

## **6. Proposal Development and Resource Mobilization**

- Lead development of new project proposals and concept notes.
- Identify opportunities for program expansion and funding.
- Provide strategic direction in proposal development and program design.

## **7. Risk Management and Compliance**

- Identify potential risks affecting program implementation and develop mitigation strategies.
- Ensure compliance with donor requirements, organizational policies, and government regulations.
- Promote accountability, transparency, and safeguarding standards.

## **8. Team Leadership and Capacity Strengthening**

- Provide leadership and guidance to program teams across regions.
- Facilitate coordination meetings and promote collaboration among sector teams.
- Support staff capacity development to strengthen program quality and performance.

## **Qualifications**

- Master's or Bachelor's degree in Agriculture, Rural Development, Veterinary/Livestock, Development Studies or a related field.
- Additional training or certification in Project Management, Program Management, or Humanitarian Response is an advantage.

## Experience

- Minimum 8 years of relevant professional experience in humanitarian or development programs, preferably with international NGOs.
- At least 4 years of experience in program coordination or senior project management roles.
- Demonstrated experience managing multi-sector programs such as WASH, agriculture, livelihoods, or resilience initiatives.
- Proven experience managing multi-regional donor-funded projects.
- Experience working with international donors and government institutions is highly desirable.
- Experience in proposal development, program design, and program expansion is an advantage.

## Skills and Competencies

- Strong program and project management skills.
- Demonstrated leadership and team management abilities in multidisciplinary environments.
- Strong stakeholder engagement and partnership management skills.
- Excellent planning, coordination, and problem-solving abilities.
- Strong monitoring, evaluation, and reporting skills.
- Excellent communication, facilitation, and presentation skills.
- Strong analytical and report-writing skills in English.
- Proficiency in MS Office applications and program reporting systems.
- Ability to work under pressure and manage multiple priorities.
- Willingness to travel frequently to project regions.

## How to apply

Interested and qualified candidates meeting the minimum requirements should submit an application letter indicating current pay and CV plus 3 names of referees (one of them being their immediate supervisor) with their full contacts through: <https://forms.gle/K7wEwxGkFfvJZmc8> on or before March **27<sup>th</sup> 2026**.

**DON'T SUBMIT** copies of transcripts, academic degrees, or recommendation letter as you will provide them up on request only. Make sure also you clearly state the job position and location in your email and or application letter.

### **Disclaimer:**

VSF Germany does not charge any kind of fee at whichever stage of the recruitment process and does not act through recruitment agents.