



WORLD FEDERATION OF HEMOPHILIA  
FÉDÉRATION MONDIALE DE L'HÉMOFILIE  
FEDERACIÓN MUNDIAL DE HEMOFILIA

*Affichage EXTERNE / EXTERNAL Posting*

### **PROGRAMS MANAGER–**

Women & Girls with Bleeding Disorders Initiative  
Von Willebrand Disease (VWD) Initiative  
Susan Skinner Memorial Fund Scholarship  
(World Health, NFP)

### **GESTIONNAIRE de PROGRAMMES–** (Santé mondiale, OSBL)

*The World Federation of Hemophilia (WFH – [www.wfh.org](http://www.wfh.org)) is an international not-for-profit organization that provides global leadership to save and improve lives for people with hemophilia and other inherited bleeding disorders, including hemophilia, von Willebrand disease, rare factor deficiencies, and inherited platelet disorders. Established in 1963, the WFH works with member organizations in 147 countries as well as through a network of international volunteers and healthcare providers to improve and sustain care and "Treatment for All" around the world by training experts in the field to properly diagnose and manage patients, advocating for adequate supply of safe treatment products, and educating and empowering people with bleeding disorders to help them live healthier, longer, and more productive lives.*

---

WFH is seeking an exceptionally **experienced**, and results-oriented **healthcare development professional** as WFH **Programs Manager** to be responsible for developing, managing, and reporting for the following 3 key WFH world health programs: **Women & Girls with Bleeding Disorders Initiative, Von Willebrand Disease Initiative**, and **Susan Skinner Memorial Fund Scholarship** - with an emphasis on strategically growing this WFH portfolio of priority healthcare development programs and activities.

A team player with highly developed work organization and activity management abilities, the incumbent will further be responsible for providing support to their committees and working groups formed by expert international volunteers.

Type of position: Regular; full-time  
Reporting to: Head, Global Training Programs  
Location: Montreal Head office (downtown) –flexible home office schedule available  
**Start date: AS SOON AS POSSIBLE** (by latest, mid OCT. 2021)

---

### **SPECIFIC DUTIES & RESPONSIBILITIES -**

#### **PROGRAM MANAGEMENT -**

##### **Women & Girls with Bleeding Disorders Initiative**

- Develop the WFH WGBD Initiative and its implementation strategy, ensuring alignment with WFH strategic goals.
- Develop annual planning and budget.
- Manage activities implementation and day to day administration of the program.

(September 2021)

- Ensures smooth daily operations and provide support to the WIBD committee; coordinate and facilitate all meetings (remote, in person).
- Develop relevant reports and presentations as needed.
- Monitor revenue and expenses; produce quarterly and annual reports, plus analysis as required.
- Lead the planning & execution of WGBD Summits with the support of the Women with Inherited Bleeding Disorders committee and other relevant international volunteers; liaise with other WFH departments (Communications & Marketing, Congress & Meetings, Strategic & Community partnerships)
- Manage the ongoing development of the WGBD Initiative, including updates to Program's content and materials, as well as its promotion.
- Work in constant liaison with the WFH Regional Managers to ensure the Program and its activities are relevant to the needs of the National Member Organizations (NMOs).

#### **Von Willebrand Disease Initiative**

- Review and revisit the existing VWD Initiative and its implementation strategy, to ensure alignment with current WFH strategic goals.
- Develop annual planning and budget.
- Manage implementation and day to day administration of the program ensuring smooth daily operations.
- Develop relevant reports and presentations, as required. Monitor revenue and expenses and produce quarterly and annual reports and analysis as required.
- Plan the annual virtual or in-person meeting of the VWD Global Group.
- Develop strategy to promote the VWD Global Call to Action and secure NMO support in collaboration with the Global Group.
- Lead VWD Outreach Grants selection process, follow-up, and reporting in coordination with the Regional Managers.
- Manage the ongoing development of the VWD Initiative, including updates of program's content and materials as well as program promotion.

#### **Susan Skinner Memorial Fund Scholarships**

- Lead SSMF Scholarships biennial (non-congress year) calls for applications and selection process with the support of the SSMF Advisory Group.
- Lead planning & organization of the events and educational sessions (as needed) forming part of the scholarship experience at the WFH World Congress.
- Develop annual planning and budget; monitor revenue and expenses, produce quarterly and annual reports, plus analysis as required.
- Manage the ongoing development of the SSMF Scholarship Program, including updates to Program's content and materials, as well as its promotion.
- Maintain database of SSMF Scholarship of award recipients.

#### **GENERAL -**

- Represent the WFH at key events relevant to the scope of the above-mentioned programs.
- Provide guidance to individuals, NMOs, organizations interested in the above-mentioned programs.
- Develop stewardship reports and sponsors proposals as needed.
- Conduct assessment and evaluation of the impact of existing programs.

- Prepare timely narrative and financial progress reports of good quality and accuracy on program activities under areas of responsibility.
  - Ensure sound administrative and financial control of program operations
  - Carry out any other task as required by the Head of Global Training Programs, Director of Global Development, or the CEO.
- 

## **QUALIFICATIONS & EXPERIENCE -**

- **Bachelor's degree** in **international relations**, development, **public health**, political studies, or other relevant discipline
- Minimum of **six to nine (6-9) years** of **relevant work experience** in the **non-profit sector**, and/or working with an **international organization**
- Minimum of **five (5) years** proven track record in project/program development, management, monitoring and evaluation of development programs; experience managing healthcare development programs and/or a sound understanding of issues related to women and girls - an asset
- Solid experience in **program & project management processes**, and in **working with partners in program development & delivery**
- **Ability to easily network**, identify & **form alliances**
- **Exceptional cross-cultural & diplomatic skills**; demonstrated **experience in working with diverse cultures and countries**
- **Superior interpersonal skills**: able to **work well & collaborate with others** in a team environment and **work autonomously**; highly motivated, efficient and **flexible**
- **Resourceful**, **adept at taking initiative and following through**; **able to solve problems** effectively, **excels in a fast pace, changing environment**
- Superior **organizational skills**; able to **balance & prioritize multiple tasks**, work on several projects simultaneously; **excellent time management skills**, with ability to work successfully towards deadlines; **attentive to detail**
- **Superior oral and written communication skills in English** (essential to WFH daily international work); knowledge of French, Spanish, and/or other international language(s) – preferred
- **High computer proficiency**, with extensive experience with Microsoft Office Suite (Word, PowerPoint, Excel), Outlook, internet
- **Availability & flexibility to undertake occasional travel** within all WFH world regions, and at key international events as needed (post covid-19 restrictions)
- Legally **entitled to live & work in Quebec, Canada**

Compensation will be commensurate with background and experience.

---

Please send IMMEDIATELY an **ENGLISH resume & COVER LETTER** (essential) to:  
**recrutement.recruiting@wfh.org**

Fédération mondiale de l'hémophilie / World Federation of Hemophilia – Montréal Qc H3G 1T7

<http://www.wfh.org>

Facebook: <https://www.facebook.com/wfhemophilia>

Twitter: <https://twitter.com/wfhemophilia> YouTube: <https://www.youtube.com/user/WFHcommunications>

LinkedIn: <https://www.linkedin.com/company/world-federation-of-hemophilia>

We thank all candidates for their interest, however only short-listed candidates will be contacted.  
Une version française de l'affichage est disponible selon la demande.