





Vacancy: Senior Program Manager (Full-Time or Part-Time, Temporary)

 **Location: Brussels (remote work possible)**

 **Contract: Until 31 December 2025**

 **Salary: Based on experience**

International non-profit Organization

The international federation for Spina Bifida and Hydrocephalus (IF) represents over 100 Member Associations worldwide. Our members are a large group of patients with Spina Bifida and/or Hydrocephalus (SBH) and their families. In collaboration with civic society in the public and private sector and together with important stakeholders IF works to build inclusive communities and raise awareness of SBH. With the goal of reducing the prevalence of SBH in the world through primary prevention, advancing the rights of persons with disabilities and improving management and care for individuals with SBH and their families.

Job Description

IF is seeking an experienced and strategic Senior Program Manager to lead and oversee a growing portfolio of international programs. These programs focus on prevention, care, advocacy, and inclusion for people with SBH and their families across the globe. In close collaboration with the Secretary General, the IF Secretariat and other key stakeholders, you will provide leadership in program planning, execution, monitoring, and evaluation. You will be responsible for ensuring effective coordination, alignment with IF's strategic goals, and successful delivery of impact-driven results.

Key Responsibilities

- Provide strategic oversight and direction for multiple international programs
- Manage the full project cycle: planning, implementation, monitoring, and reporting
- Lead the coordination of international stakeholders, members, and partners
- Ensure alignment of program objectives with IF's mission and strategy
- Oversee program budgets, financial reporting, and donor compliance
- Guide the development of tools, guidelines, and policies to strengthen program delivery
- Support fundraising efforts through proposal writing and donor engagement
- Represent IF in key external meetings, conferences, and working groups
- Supervise and mentor junior team members or consultants as needed
- Contribute to organizational learning and continuous improvement

Candidate Profile

We are looking for a results-driven leader with a deep commitment to inclusive development and strong program management expertise.

Essential Qualifications and Skills:

- Master's degree in public health, international development, project management, or a related field
- Minimum of 5 years' experience in international program management
- Proven track record in leading complex, multi-stakeholder programs
- Experience in managing budgets, financial reporting, and donor relations
- Familiarity with EU-funded or international development projects
- Strong interpersonal and communication skills, with ability to engage diverse stakeholders
- Demonstrated experience in advocacy and policy engagement is an asset
- Fluent in English; fluency in French and/or Dutch (Flemish) is a strong advantage
- Ability to work strategically, independently, and as part of a dynamic international team
- High level of professionalism, organizational skills, and cultural sensitivity

How to Apply

Are you the experienced and motivated **Senior Program Manager** ready to drive impact at an international level? Please send your **CV and Motivation Letter** to **Dr. Sylvia Roozen** at recruitment@ifglobal.org.

Only shortlisted candidates will be contacted.