

Job Description					
Job title	Program Manager - Ending Dog & Cat Meat Trade Campaigns			Department	Companion Animals and Engagement
Job family	Programs and Policy, Policy			Location	Vietnam
Prepared by	Julie Sanders, Phuong Tham			Date	2025
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Approved by	Human Resources			Date	2025
FLSA	Not Applicable	Grade	8	Career level	P3

Position Overview

General purpose of the position

Ending Dog and Cat Meat – Program Manager, Vietnam. This role is responsible for delivering the campaign strategy and implementation for ending dog and cat meat in Viet Nam.

The position will liaise with the International Ending Dog and Cat Meat team in developing the Campaign, ensuring that the related strategies for Viet Nam are aligned with the country's needs and context. The position will serve as the primary lead in managing all program activities and partnerships in Vietnam to achieve the campaign goals where relevant to Vietnam, including collaboration with national and provincial government partners, social enterprises, shelters and other stakeholders.

Key responsibilities include leading on government partnerships and engagement, managing relationships with social enterprises and shelters, overseeing public awareness campaigns, research and investigations, closures/rescues, and asset collection to maximize the campaign's impact.

All activities will be delivered in alignment with Humane World for Animals' overarching global Ending Dog and Cat Meat Campaign framework and in close coordination with the international dog and cat meat team.

Essential duties and responsibilities

Strategic Development & Implementation

1. Participate and contribute to the Ending Dog and Cat Meat campaign strategic discussions and development for Vietnam.
2. Develop annual and quarterly work plans in close collaboration with the international Dog and Cat Meat team, ensuring alignment with overall global campaign goals.
3. Monitor, evaluate, and adapt programme activities to maximize effectiveness, sustainability, and long-term impact.
4. Contribute to periodic reports both at global and country level (such as dashboard, donor report, annual report to government authorities who are overseeing the INGOs, etc.,)

Provincial/Central Government Engagement

5. Build and maintain strong relationships with provincial government partners for campaign development and implementation.
6. Provide technical and operational guidance to government partners on strategies to eliminate the dog and cat meat trade.
7. Ensure compliance with all relevant government regulations and requirements.
8. Coordinate formal agreements (e.g., project proposals, grant agreements, contracts) with local authorities and other stakeholders.
9. Take an M&E role in implementation of the approved government partnership projects including oversee financial disbursement and reporting as required.
10. Facilitate regular meetings, workshops, and consultations with government officials to drive strategic planning and project delivery.

Social Enterprise and Shelter Management

11. Collaborate with social enterprises on initiatives that contribute to achieving Ending the Dog and Cat Meat Campaign objectives.
12. Support social enterprises partners to fulfil the government's compliance toward the management and Use of Non-Official Development Assistance (Non-ODA) Grants Provided by Foreign Agencies, Organizations, and Individuals to Viet Nam
13. Oversee activities with local shelters to ensure the care, rehabilitation, and rehoming of rescued dogs and cats.

Public Awareness & Advocacy

14. Lead the design, development, and delivery of awareness campaigns to end the dog and cat meat trade.
15. Coordinate with media partners and social media teams to strengthen campaign messaging and outreach.
16. Represent the Dog and Cat Meat Campaign at conferences, government workshops, and public events as required.

Research, Investigations & Monitoring

17. Commission and oversee research on the dog and cat meat trade, including scale, impacts, and public attitudes.
18. Coordinate field investigations to document trade practices and identify key intervention points.

19. Oversee the production of, evidence-based reports from investigations and research to inform campaign strategy and for publication.
20. Monitor emerging trends and issues relevant to the trade to ensure the campaign remains responsive and adaptive.

Trade Closures & Rescues

21. Negotiate and manage the closure of dog and cat meat businesses in collaboration with government authorities and partners.
22. Oversee the safe rescue, transportation, and sheltering of animals from closed facilities.

Asset Collection & Reporting

23. Maintain comprehensive documentation of programme activities (including photos, videos, and reports) for communication purposes.
24. Prepare timely progress reports for internal stakeholders, donors, and government partners.
25. Develop case studies and success stories that highlight achievements, enhance campaign visibility, and support international fundraising efforts.

Desired Minimum Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements below are representative of the knowledge, skill and/or ability required. Reasonable accommodation may be provided to enable otherwise qualified individuals with disabilities to perform the essential functions.

Education and experience

- Bachelor's degree in a related field or equivalent work experience, animals health degree is an advantage but not essential.
- Minimum of five (5) years of relevant experience in campaigns, advocacy, or animal protection in Asia.
- Experience in engaging with stakeholders who have influence on animal welfare issues, including provincial and national government bodies.
- Minimum 5 years of experience in managing foreign aids support project(s), and/or experiences in working for an INGO.
- Demonstrated experience working with civil society partners, coalitions, or grassroots mobilization in an international context.
- Experience conducting or overseeing investigations, local mobilization events, and advocacy campaigns.
- Experience in managing and supervising staff/subordinate(s), including mentoring and coaching skills

Necessary knowledge, skills and abilities

1. Strong understanding of advocacy and campaign implementation, particularly within Asia.
2. Excellent organizational, project management, and priority-setting skills.
3. Ability to build and maintain partnerships with diverse stakeholders, including provincial governments, social enterprises and shelter partners.
4. Strong written and verbal communication skills in Vietnamese and English, including experience preparing campaign materials and reports.
5. Experience of developing and managing NGO campaigns in Vietnam
6. Ability to work independently, while coordinating effectively with global teams.
7. Comfortable traveling within Vietnam and on occasions internationally, as required.
8. Attention to detail, creativity, and a solutions-focused mindset.

Supervision exercised

None

Work Environment

The noise level in the work environment is usually moderately quiet.

Employment Disclaimer

This job description does not constitute a contract; management reserves the right to modify

its content as needed. Humane World for Animals complies with Vietnamese labor laws and is committed to providing equal employment opportunities. We do not discriminate based on race, color, religion, national origin, ancestry, sex, age, disability, or any other legally protected status. Humane World for Animals is an Equal Opportunity Employer. All employment relationships will be formalized through written contracts in accordance with Vietnamese labor regulations.

Physical Demands

The physical demands described and checked here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit, talk and hear. The employee is occasionally required to walk; use hands and fingers to operate, handle, or feel objects, tools, or controls; and reach with hands and arms.

Physical Activities

Keyboarding, reaching, grasping, touching, pushing, pulling.

☐ Never ☐ Occasionally ☐ Constantly

Moving self in different positions to accomplish tasks including tight and confined spaces.

☐ Never ☐ Occasionally ☐ Constantly

Remaining in a stationary position, often standing or sitting for prolonged periods.

☐ Never ☐ Occasionally ☐ Constantly

Moving about to accomplish tasks or moving from one worksite to another.

☐ Never ☐ Occasionally ☐ Constantly

Adjusting or moving objects up to __ pounds in all directions.

☐ Never ☐ Occasionally ☐ Constantly

Hearing, communicating with others to exchange information, using a standard telephone, headphones, or using video communications.

☐ Never ☐ Occasionally ☐ Constantly

Repeating motions that may include the wrists, hands and/or fingers.

☐ Never ☐ Occasionally ☐ Constantly

Repeating motions like bending, crouching, crawling, leaning, squatting, and the like that could affect your back and/or legs.

☐ Never ☐ Occasionally ☐ Constantly

Operating office machines such as laptop computers, copiers, printers, and/or adjustable desks and chairs.

☐ Never ☐ Occasionally ☐ Constantly

Operating motor vehicles, heavy machinery and/or power tools.

☐ Never ☐ Occasionally ☐ Constantly

Climbing (ascending or descending) ladders, stairs, scaffolding, ramps, poles, etc.

☐ Never ☐ Occasionally ☐ Constantly

Performing duties with or around large wild animals.

☐ Never ☐ Occasionally ☐ Constantly

Assessing the accuracy, neatness and thoroughness of the work assigned.

☐ Never ☐ Occasionally ☐ Constantly

Sedentary work that primarily involves sitting/standing.

☐ Never ☐ Occasionally ☐ Constantly

Light work that includes moving objects up to 20 pounds.

☐ Never ☐ Occasionally ☐ Constantly

Medium work that includes moving objects up to 50 pounds.

☐ Never ☐ Occasionally ☐ Constantly

Heavy work that includes moving objects up to 100 pounds or more.

☐ Never ☐ Occasionally ☐ Constantly

Environmental Conditions

Work in extreme temperatures (i.e., extremely hot or extremely cold).

☐ Never ☐ Occasionally ☐ Constantly

Work around hazardous conditions.

☐ Never ☐ Occasionally ☐ Constantly

Outdoor elements such as hurricanes, storms, to include precipitation and/or wind.

☐ Never ☐ Occasionally ☐ Constantly

Noisy environments.

☐ Never ☐ Occasionally ☐ Constantly

Working in small/enclosed spaces, with or without poor ventilation.

☐ Never ☐ Occasionally ☐ Constantly

No adverse environmental conditions expected.

☐ Never ☐ Occasionally ☐ Constantly