

## Vacancy Announcement

**Position Title: Chargé(e) de mission, Status Department of the World Organisation for Animal Health (OIE)**

**Salary:** 2 600 Euros Net / month + benefits (salary exempt of French income tax, annual bonus)

**Duration:** One (1) year – Renewable subject to funding

### Context :

The World Organisation for Animal Health (OIE) is an intergovernmental organisation recognised by the World Trade Organization as a reference Organisation for intergovernmental standards concerning the sanitary safety of international trade of animals and products of animal origin and zoonoses, and is in charge of improving animal health, veterinary public health and animal welfare worldwide, as well as transparency of the global animal disease situation.

The OIE maintains permanent relations with over 70 international and regional Organisations and has 12 regional offices around the globe.

### Job purpose

The Chargé(e) de Mission contributes to a transparent and secured animal health situation in Member Countries. He/she supports the Scientific Commission for Animal Diseases' mission to ensure the delivery of high-quality and scientifically-based assessments of applications (and maintenance of) official disease status recognition and control programmes endorsement, based on compliance with OIE standards. He/she also supports the scientific excellence of the OIE activities by contributing to the revision of these standards and to the continuous improvement of the procedure for official recognition of disease status.

### Positioning and reporting

Under the authority of the Deputy Director General, International Standards and Science and the direct supervision of the Head of the Status Department, and in close cooperation with other officers in the Department or in other departments.

### Responsibilities:

- Contribute to the monitoring of the compliance of Member Countries having obtained official disease status or endorsement of control programme with requirements for the maintenance of their status, and in particular:
  - Screen the annual reconfirmations received from Member Countries in accordance with the provisions of the *Terrestrial Animal Health Code*, the *Manual of Diagnostic Tests and Vaccines for Terrestrial Animals* and the applicable OIE guidelines;
  - Communicate with the Member Countries and the OIE Regional Representations when relevant;
  - Prepare a short report of screening for the Scientific Commission for Animal Diseases' consideration;
  - Follow-up the result from the deliberations.
- Contribute to the implementation and follow-up of the procedure for official recognition of disease status and in particular:
  - Assist Member Countries in the correct procedures for the preparation and submission of dossiers for the evaluation of official disease status or national control programmes for specified diseases;
  - Support the refinement and continuous improvement of the OIE procedures for official disease status recognition (administrative, science/technical aspects).
- Perform scientific secretariat functions for *ad hoc* Groups in charge of the evaluation of Member Countries disease status and in particular:
  - Screen and process the applications of Member Countries wishing to be evaluated and recognised as having a disease free status in accordance with the provisions of the *Terrestrial*

*Animal Health Code, the Manual of Diagnostic Tests and Vaccines for Terrestrial Animals* and the applicable OIE guidelines, including through coordination with relevant departments to ensure the compilation of relevant cross-cutting data;

- Draft the tor for the ad hoc Group meeting;
  - Prepare the working documents supporting the tor;
  - Manage the ad hoc Group meeting insuring compliance with OIE procedures;
  - Prepare the report of the ad hoc Group meeting and any supporting documents or analyses;
  - Liaise with the Scientific Commission for Animal Diseases;
  - Follow up the results from these deliberations.
- Develop the second cycle of regional workshops on the preparation of dossiers for recognition of disease status and annual reconfirmation for the maintenance of recognised status:
    - Analyse structure and content gaps between submitted applications and requirements;
    - Design training programmes and training material aimed at improving the quality of submitted dossiers and their compliance with the relevant chapters of the OIE *Terrestrial Animal Health Code*;
    - Deliver regional training sessions and monitor impact.
  - Provide technical advice on the disease status process and Member Country situation:
    - Provide topic-specific advice and prepare correspondence, in response to enquiries from diverse sources, including colleagues, Member Countries, other organisations and external parties;
    - Perform analyses of collected data in close cooperation with other officers in the Department or in other departments;
    - Contribute to the international standards setting process with particular activity on the harmonisation of the requirements for disease freedom recognition;
    - Provide background documents, meeting reports and other working documents as required.

#### **Qualifications and Experience:**

- Doctor of Veterinary Medicine;
- An additional degree in epidemiology will be considered an asset;
- Work experience with the Veterinary Services on the development or implementation of disease control programme will be considered an asset;
- Work experience in epidemiology of infectious animal diseases is an asset.

#### **Technical skills:**

- Excellent command of English (oral and written) is required;
- Knowledge of Spanish or French is an asset;
- Strong analytical skills;
- Good computer skills.

#### **Interpersonal skills:**

- Excellent communication skills (verbal, written, interpersonal);
- Proactivity, and a results-oriented approach;
- Organisational awareness: strong ability to establish priorities, work within tight timelines and multi-task, even under pressure;
- Keen sense of observation, attention to detail and accuracy;
- Courtesy, tact and ability to establish and maintain good working relations in a multinational and multicultural environment.

#### **Working conditions**

The post is a full-time sedentary position and requires the availability of the agent at the OIE Headquarters in Paris. The post may entail missions abroad resulting in irregular work hours.

## General information

The OIE places high value on a multicultural and positive work environment.

The OIE is an equal opportunity employer and welcomes applications of all qualified candidates, irrespective of their ethnic origin, gender, opinions or beliefs.

This is a full-time position as an international civil servant based at the OIE Headquarters in Paris (France) that is available immediately.

If you are interested in the position, please complete your application online **by 17 November 2017 at the latest** by clicking on the link below.

Should you have any questions, please contact Human Resources at [hr.dept@oie.int](mailto:hr.dept@oie.int).

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