

Vacancy Announcement

Position Title: Head of the Information Systems Unit

Salary: 4 000 Euros/month + benefits (salary exempt of French income tax, bonus at the end of the year)

Duration: Three (3) years – Renewable for an unlimited number of times according to performance

Context :

The World Organization for Animal Health (OIE) is an intergovernmental Organization recognized by the World Trade Organization as a reference Organization 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 Organizations and has 12 regional offices around the globe.

Summary:

The incumbent will supervise the Information Systems Team composed of 3 developers/engineers, and serve as the IT lead to analyse, advise, plan and execute projects and initiatives to meet the OIE's needs as well as develop strategic planning for the systems and applications of the organisation. He/she will also be the key contact point for all levels within the Organization to manage day-to-day support activities.

Responsibilities :

As Head of the Information Systems Unit, under the direct supervision of the Deputy Director General (Institutional Affairs and Regional Actions) the incumbent will oversee and manage a range of activities, namely:

IT systems architecture

- Contribute to the development and propose evolution of an information systems master plan in line with the OIE's global strategy, and ensure its implementation;
- Ensure consistency in the evolution of the information systems and compliance with relevant SOPs;
- Deploy and maintain a security policy for systems, data and users;
- Manage projects linked to the development of IT solutions (from needs assessment to purchasing and implementation, including user training) in cooperation with the technical project managers and the different Departments or external partners involved.
- Manage purchasing process for hardware and software, as well as possible ensuing contracts with external companies (applications, web hosting, mail servers...);

Team management

Coordinate and supervise the Information Systems Unit and participate in the following:

- Maintain, optimize, develop and propose applications and softwares for OIE staff and external users based on user needs, including web applications, databases and basic software;
- Set up, configure, manage and update OIE web sites, including Intranet, Extranet and regional websites;
- Guarantee the smooth running of all ICT systems, including anti-virus software, firewall, print services and email provision;
- Ensure IT assistance to users concerning choice, implementation and integration of hardware and software base as well as networks and telecommunications.

IT systems evolution

- Monitor and promote use of information technology systems, accompanying change and providing training as needed;
- Monitor technology trends to propose evolutions and integration of new technology in existing products.

In addition, the Director General may, when necessary, assign to the incumbent any other duties within his or her area of competence.

Qualifications and Experience

Qualifications:

- Master's degree from an engineering school (a specialization in information technology is an asset) or Master's degree in computer science, computer engineering, electrical engineering or related fields with at least 5 years of experience
- Undergraduate degree (BTS, DUT, Bachelor's degree) in computer science, computer engineering, electrical engineering or related fields with 5 to 10 years' experience

Requirements:

Technical skills:

- Mastery of the computer field: operating systems (Windows Server), programming (PHP, JS, Java, HTML5), MVC frameworks and web responsive design techniques, IIS, desktop tools, as well as DBMS (MS SQL, mySQL), GIS applications, CMS, Veeam;
- Excellent knowledge of technology trends;
- Good knowledge of Hyper V, MS System Center;
- Proven experience in leading and running projects including familiarity with both classical and ICT-specific project management tools and techniques.
- Knowledge of information systems mapping.

In addition to these requirements, the following would be an asset:

- Strong experience in hardware, network design, implementation and maintenance, operating systems and software;
- Knowledge of Typo 3, XML, Firewall, Glassfish;
- Mobile device application development (Android, iOS)

Soft skills:

- Experience with managing and supervising staff;
- Excellent command of English and French, both written and oral;
- Excellent communication skills and a strong team player;
- Resourcefulness and efficiency, as well as the capacity to react in a crisis.

General Information

The post is a full time position based at the OIE Headquarters in Paris, France.

This is a full-time position which is available immediately (depending on the candidate's availability)

The C.V. and cover letter of any interested candidate shall be addressed to the attention of the Human Resources (hr.dept@oie.int) before 31 October 2016.