**Vacancy Announcement**

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<th><strong>Position title:</strong> Business Project Management Support</th>
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| **Salary:** Base salary at 2 200 € net/month, commensurate according to experience  
+ Salary – partially to totally – exempt of French income tax  
Benefits (annual quality bonus) |
| **Duration:** 1 year, renewable according to performance |

**Context:**

The World Organisation for Animal Health (OIE) is the intergovernmental organisation responsible for improving animal health worldwide. The standards it develops for the trade of live animals and products of animal origin are recognised by the World Trade Organization as reference international sanitary rules (http://www.oie.int/en/).

The OIE, previously known as the « Office international des épizooties », was created on 25 January 1924. Its headquarters are based in Paris. It comprises 182 Member Countries and is present on all continents through 12 Representations or Bureaus in total. The OIE maintains permanent relations with over 70 international and regional organisations and has 12 regional offices around the globe.

The OIE has developed a strategy on Antimicrobial Resistance and the Prudent Use of Antimicrobials which includes the development of a database tracing the use of antimicrobial agents in animals (Antimicrobial Use (AMU) Database). To enhance its performance and ease of use, the OIE is aiming to develop its architecture as well as a dedicated software platform for data collection, input and visualisation.

In parallel, the OIE is working with the World Health Organisation and the Food and Agriculture Organisation (‘the Tripartite’) to promote the harmonisation of data from different AMR and AMU surveillance systems in a new initiative, known as the Tripartite Integrated Surveillance System for AMR/AMU (TISSA). A platform to display data collected from different sectors (humans, animals, plants and the environment) at global and regional level, TISSA aims at addressing coordinated data-sharing and harmonized analysis.

As a result, we are looking for a dynamic Business Project Management Support to assist the team working on the AMU Database in the overall management of this project to ensure its successful delivery, as well as to contribute to the OIE’s work to support the early stages of the TISSA project.

**Positioning and reporting**

Under the authority of the Deputy Director General (Standards and Science), the supervision of the Head of the AMR and VP Department, and reporting to the AMU Database Business Project Owner.

**Job purpose**

The Business Project Management Support assists the Business Project Owner in the successful development and management of the AMU Database project and its contribution to TISSA. He/she contributes to building a strong working relationship with the IT Project Manager to provide joint management of the project. Throughout the project, he/she is in charge of providing assistance to the Business Project Owner to define and ensure compliance with users’ functional needs, to guarantee effective transfer of skills internally. He/she also participates in the coordination of the work of external service providers, the IT Unit and the technical teams involved to ensure the smooth running of the project.

**Missions and activities**

**Provide general project management support**

- Participate in the definition of overall project schedule, expected delivery deadlines and milestones;
- Contribute to the project budget development and ensure budget follow-up during the project;
- Identify risks which may impact the delivery of the programme and analyse, manage and propose mitigation measures;
- Develop regular monitoring and reporting tools and contribute to reporting on project progress to the OIE senior management;
- Participate in and contribute to the preparation of background documents and progress reports for relevant governance mechanisms;
- Facilitate meetings with all required actors to follow-up on project progress.
**Provide support to the development of technical specifications**
- Engage closely with technical teams to ensure being fully conversant on the subject;
- Support the Business Project Owner to collect and analyse stakeholder needs (users, technical teams, senior management);
- Ensure that application data is not already being collected and/or used elsewhere and document data use in a common repository.
- Contribute to the finalisation of functional specifications.

**Contribute to the management and coordination of the development of the solution**
- Contribute to the preparation of the call for tender to identify a development company;
- Lead the call for tender process, including negotiations and contract finalisation;
- In collaboration with the IT Project Manager, define user acceptance tests and ensure functional qualification;
- Manage user acceptance testing until final validation;
- Coordinate the roll-out of the solution (Go Live follow-up and incident tracking);
- Ensure follow-up of incidents according to their nature.

**Ensure skills and knowledge transfer**
- Develop and implement a change management plan;
- Provide supporting documentation for all stages of the project;
- Ensure knowledge transfer to operational teams;
- Develop user guidelines manuals and/or participate in user training.

### Qualifications and Experience

**Qualifications**
- A graduate degree in a related IT field (Computer Science, Information Systems and engineering, etc.) or relevant diploma.
- At least 3 years of experience in project management
- At least 1 year experience in IT project management
- Previous experience in the management of calls for tender

**Requirements**

**Technical skills**
- Excellent command of English;
- Excellent project management skills;
- Good knowledge of Microsoft Office 365 suite tools;
- Good understanding of the impacts of the information system architecture on projects;
- General knowledge of applications architecture;
- Knowledge & understanding of database design, setup, and maintenance;
- Knowledge of BI tools such as Power Bi, Tableau or Qlik

**Additional skills**
- Knowledge of Spanish
- Good knowledge of French

**Interpersonal skills**
- Ability to establish and maintain good working relationships in a multinational and multicultural environment;
- Excellent communication skills;
- Excellent organisation skills and ability to meet specific deadlines;
- Demonstrated initiative capacities and self-motivated worker.

### Working conditions

This is a sedentary post requiring long hours in a seated position and may require flexibility to travel internationally (Europe)
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 OIE headquarters in Paris (France) that is available as soon as possible.

If you are interested in the position, please complete your application online by 8 February 2019 at the latest by clicking on the link below.

Should you have any questions, please contact Human Resources at hr.dept@oie.int.