

## Vacancy Announcement

### Position title – Deputy Head of the World Animal Health Information and Analysis Department

**Salary:** Base salary at 3 800 € net/month, negotiable according to experience  
+ Benefits (salary exempt of French income tax, annual quality bonus & annual responsibility bonus)

**Duration:** Two (2) years – renewable for an unlimited number of times 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 recognized by the World Trade Organization as reference international sanitary rules (<http://www.oie.int/fr/>).

The OIE, then known as the « Office international des épizooties », was created on the 25th of 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.

Since 1924, the World Organisation for Animal Health (OIE) has served the global community by ensuring transparency in the global animal disease situation. Launched in 2005, the OIE's World Animal Health Information System (WAHIS) - a web-based portal - was developed to fulfil this function. It is the unique global reference source of validated official data on animal diseases of epidemiological significance in both domestic species and wildlife received from 205 countries and territories. Relating to animal disease information, WAHIS acts as an early warning system to inform the international community of any emerging and exceptional animal diseases and the relevant epidemiological events that have occurred, and as a monitoring system for the 117 OIE-listed diseases as well as new emerging diseases and wildlife diseases. National Veterinary Services provide an active network of contributors that participate to the data collection and are also the direct and primary recipients of the collected and analysed information, using this information to inform decision-making and national policy development.

Taking into consideration that WAHIS was created in 2005, the changing societal demands and the rapid pace of technological and digital change, through its Sixth Strategic Plan 2016-2020, the OIE's membership solicited the organisation to develop a modernised, global and analytically new versatile system (WAHIS+). Upon its launch in 2019, WAHIS+ will constitute a completely redesigned platform with the core business functionalities of the system in place as per the OIE international standards as well as a suite of improved functionalities. Building WAHIS+ from scratch requires a robust and effective foundation to which the World Animal Health Information and Analysis Department will be dedicated during the next years; it will put into place the necessary general conception, design and technical architecture enabling WAHIS+ to continue to evolve, improve its functionalities, performance, security and user interface.

#### Positioning and reporting

Under the authority of the Director General and the supervision of the Head of the World Animal Health Information and Analysis Department (WAHIAD), and in collaboration with a team of 15 staff.

#### Job purpose

The Deputy Head of WAHIAD contributes to the improved transparency of the animal health situation worldwide. He/she supports the Head of Department (HoD) in ensuring the performance of the activities of the WAHIAD team related to the collection, verification and dissemination of animal health information provided by Member and non-member countries through the World Animal Health Information System (WAHIS). He/She ensures the efficiency of the monitoring of the notification process of designated countries or territories, the early warning system and the training activities on disease notification. He/she seconds the HoD in providing leadership in the delivery of advanced epidemiological analysis of collected data as well as in the implementation of a rumour tracking mechanism. Finally, he/she contributes to providing strategic guidance and support to the improvement of the WAHIS interface.

## **Missions and activities**

### **Contribute to providing strategic guidance regarding the OIE activities related to the work of the Department**

- Replace the HoD in his/her absence;
- Represent the OIE at relevant international conferences, missions, meetings, workshops etc.;
- Coordinate responses to enquiries from diverse sources, including colleagues, Member Countries, other organisations and external parties.

### **Provide support to the HoD in the leadership and management of the WAHIAD team**

- Support the HoD in translating strategic goals into team objectives and monitor collective performance;
- Foster a positive and productive work environment through the provision of constructive feedback;
- Organise and oversee tasks to ensure delivery of the team's missions;
- Participate in the recruitment process of staff members as well as staff competency development and annual performance appraisal;
- Manage, improve and, where necessary, identify and formalise the different procedures of the Department and develop corresponding management tools.

### **Participate in and second the HoD in ensuring the management and delivery of the team's missions**

- Monitoring of official notifications:
  - Applying a standard verification process on six-monthly, annual and wild annual reports and their validation;
  - Interacting with countries' nominated representatives on issues related to notification, including providing them with support in order to facilitate disease notification;
  - Following-up with countries to encourage them to provide regular and timely animal health reports in line with their obligations.
- Early Warning System
  - Applying a standard verification process on immediate notifications, follow-up reports and final reports;
  - Developing and/or improving working databases and relevant tools to facilitate the standard verification process and follow-up processes;
  - Developing and establishing monitoring and evaluation indicators of the verification and follow-up processes.
- Training delivery
  - Preparing and designing material for training WAHIS users and OIE Focal Point;
  - Delivering regular global and regional training workshops;
  - Reviewing and improving training methods;
  - Contributing to the development of e-learning platforms.
- Development of WAHIS+
  - Providing active input to the development of the WAHIS+ project;
  - Working with IT experts in the development and improvements of a data extraction tool from WAHIS;
  - Ensuring the implementation and proper functioning of the regional core systems related to WAHIS.
- Additionally, as requested by the HoD, provide support to:
  - The rumor tracking system
  - The production of epidemiological analysis of data extracted from WAHIS
  - Transversal projects and/or initiatives as entrusted by the HoD

## **Qualifications and Experience**

### **Qualifications**

- Doctor of Veterinary Medicine (or equivalent);
- At least 7 years of experience working with national Veterinary Services or in the public/private sector;
- At least 5 years of management experience;
- At least 5 years of project management experience;
- At least 3 years of experience in an international environment;
- A PhD or Masters post-graduate studies in epidemiology would be an asset.

### **Requirements**

#### **Technical skills**

- Knowledge of disease surveillance, prevention and control;
- Excellent command of English (oral and written);
- Good computer skills in a Microsoft environment;

- Knowledge of process analysis and workflow development;
- Proven project management skills.

***Additional skills***

- Epidemiology;
- Risk assessment;
- Good working knowledge of Spanish and/or French.

***Interpersonal skills***

- Excellent leadership skills and the capacity to motivate and develop team members;
- Excellent communication skills (verbal, written, interpersonal, presentations);
- Organisational awareness: strong ability to establish priorities and work within tight timelines;
- Attention to detail and capacity for global overview;
- Courtesy, tact and ability to establish and maintain good working relations in a multinational and multicultural environment;
- Strong confidentiality awareness.

**Working conditions**

The post is a full-time position at the OIE Headquarters in Paris and may entail missions abroad.

**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 from 1 September 2018.

If you are interested in the position, please complete your application online **by Monday 20 August 2018 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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