

## Vacancy Announcement

**Position title:** Technical Assistant for the OIE Sub-Regional Representation in Kazakhstan

**Salary:** Base salary 2.500 € per month, commensurate with qualifications and experience

**Duration:** 1 year, renewable.

### 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 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 including 3 in Europe, the Regional Representation in Moscow and two sub-regional representations in Brussels and Astana.

Among the 53 countries of the OIE Europe Commission, the sub-regional representation (SRR) based in Astana, Kazakhstan, works in close liaison with the OIE Representations in Moscow and Brussels. The OIE representation in Astana is in charge of the follow-up of the relations with the institutions present in Astana and with the Member Countries of Central Asia, namely Kazakhstan, Kyrgyzstan, Tajikistan, Turkmenistan and Uzbekistan.

The Astana representation is in charge of the secretariat of the Regional Roadmap for the fight against Foot-and-Mouth Disease (West Eurasia FMD Roadmap, 14 countries) and the *peste des petits ruminants* (PPR Roadmap for Central Asia, 10 countries). Astana office works in close collaboration with WHO (World Health Organization) and FAO (Food and Agriculture Organization of the United Nations), under the "One Health" concept (zoonoses, fight against antimicrobial resistance).

### Positioning and reporting

Under the authority of the Director General and under the supervision of the OIE Sub-Regional Representative in Astana, and in close coordination with the Astana representative, the incumbent will be responsible for the implementation of OIE programs in the Sub-Region. In particular, he/she will be responsible for supporting the piloting of actions undertaken by the sub-region within the framework of the regional roadmap, taking over the actions and priorities of the OIE.

### Job purpose

The incumbent will be in charge of the follow-up of the OIE PVS's files (Performance of Veterinary Services) for Central Asian countries, by monitoring the implementation of the recommendations of recent missions in the 5 countries, and by supporting Member Countries in continued improvement of the OIE standards implementation.

### Missions and activities

In accordance with the regional roadmap and in coordination with the Sub-Regional Representative, the incumbent will be in charge of the proposal to develop, in a timely manner, any action essential for the Sub-Region, in particular on any disease presenting a major risk for animal health balance, including zoonoses and TADs (Transboundary animal diseases).

The incumbent will ensure the effective transmission of messages to member countries, by providing, through the website of the region, better access to countries whose full participation is still restricted by the language barrier.

In particular, the incumbent will be in charge of the following missions:

- follow-up of technical relations with the countries, as well as with the institutional and scientific partners of the network;
- technical and budgetary follow-up of the OIE's programs of activities in the Sub-region;
- implementation of the activities resulting from the OIE regional roadmap, in particular the PVS programs for capacity building of the Veterinary Services (PVS process and targeted support missions ...), GF-TADs activities, global program for better veterinary governance, coordinated actions with WHO and FAO under the "One Health" concept;
- technical and logistical support to regional training programs.

The incumbent will maintain constant contact with :

- the different services at OIE Headquarters, including the Regional Activities Department;
- Regional and Sub-Regional representations of the OIE in Moscow and Brussels;
- the veterinary services of the region, with which he/she will have to develop, then maintain, close professional relations.

In addition, the OIE Director General or the Sub-Regional Representative may, where necessary, assign to the incumbent any other duties within his/her area of competence, or request him/her to represent the Director General in designated meetings, seminars, conferences or other types of public fora (including the media).

### **Qualifications and Experience**

- A degree in Veterinary Medicine and/or scientific fields related to public health and animal health
- At least ten years of relevant work experience in veterinary public health
- At least five years of professional experience in an international development context demonstrated at regional and national level
- Experience in the management of complex animal health programmes and/or the implementation of animal health standards
- Experience of institutional relations

### **Additional experience (would be an asset)**

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- Russian notions

### **Requirements**

#### ***Technical skills***

- Skills in, and a detailed understanding of, technical and scientific animal health management
- Demonstrated experience of strategic planning, programme management, capacity building, monitoring and evaluation and results reporting
- Excellent command of English, spoken and written, including scientific report writing
- Proficiency in the use of Office (i.e. Word, Power Point, Excel)

#### ***Interpersonal skills***

- Excellent interpersonal skills and ability to work in a team and in multi-disciplinary partnerships
- Strong organisational and coordination skills
- Good communication, facilitation, analytical and diplomatic skills
- Capacity to work in a multi-cultural, national environment with sensitivity and respect for diversity

### **Working conditions**

The post is a full-time position based in Astana (Kazakhstan). International travel is expected on a regular basis in the Sub-Region and to OIE Headquarters in Paris (France).

### **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 an international civil servant position that is **available immediately**.

If you are interested in the position, please complete your application online **by 29 October at noon (Paris time) 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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