

Vacancy Announcement

Position title – Events Coordinator - Events Coordination Unit of the World Organisation for Animal Health (OIE)

Salary: commensurate with experience

Duration: 2 years

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, then known as the « *Office internationale des épizooties* », was created on the 25th of January 1924. Its Headquarters are based in Paris. It comprises 181 Member Countries and is present on all continents through 12 Representations. The OIE maintains permanent relations with over 70 international and regional Organisations.

Positioning and reporting

Under the authority of the Deputy Director General in charge of Institutional Affairs and Regional Activities, and the direct supervision of the Head of the Events Coordination Unit.

Job purpose

The Events Coordinator will participate in the scheduling and coordination of OIE Regional Activities to ensure the smooth delivery of programmed events, liaising with technical staff at OIE Headquarters as well as in the Regional and Sub-Regional Representations.

Missions and activities

ADMINISTRATIVE SUPPORT

- To provide administrative support to the Head of the Unit including, but not limited to, drafting regular and diplomatic correspondence;
- To program all the activities of the Unit:
 - To prepare and maintain the Annual Planning of Regional Activities;
 - To maintain an automatic computer-based system with reminder to ensure all the activities be launched on-time.
- To maintain the calendar of the Unit updated on the intranet;
- To update contacts databases;
- To prepare the shipment through regular mail of original letters and other documents;
- To respond to inquiries falling under the field of responsibility or convey to concerned person;
- To take notes during meetings;
- To replace colleagues when necessary.

ORGANISATIONAL AND COORDINATION SUPPORT

- To provide support to the organization and coordination of OIE Capacity Building Activities (seminars, conferences, technical meetings, staff trainings) in a daily cooperation with the staff of OIE Regional (RR) and Sub-Regional (SRR) Representations and technical staff of OIE Headquarters:
 - To finalize and/or proofread preparatory documents (Concept Notes, Information Sheets, lists of participants, other working documents);
 - To liaise with the RR, SRR and relevant Services in order to complete the information;
 - To prepare invitation and to send letters based on the documents provided by the RR and SRR or relevant Services, RR or SRR;
 - To provide support in the follow-up of on-line and regular registrations and to ensure that the inquiries of participants are appropriately addressed by relevant Services, RR or SRR;

- To collect outcomes of the meetings (concept notes, programmes, list of participants, working documents, analysis of questionnaires, articles for the bulletin, mission reports, budgets);
 - To provide logistical support to the on-site meetings held in OIE Headquarters:
 - To prepare lists of participants, badges, name holders, working documents;
 - To arrange translation of working documents;
 - To arrange any other logistics necessary for the smooth running of the events;
 - To assist during the events.
- To provide support into the finalization of any procedure related to the coordination of regional activities.

Qualifications and Experience

Qualifications

- Graduate degree (Bachelor's a minimum);
- At least 2 years of experience in the coordination and promotion of events.

Requirements

Technical skills

- Excellent command of English and French, both written and oral;
- Good knowledge of Spanish;
- Good computer skills in a Microsoft environment.

Interpersonal skills

- Excellent communication skills (verbal, written, interpersonal);
- Excellent organisational skills, strong ability to establish priorities, work within tight timelines and multi-task, even under pressure;
- Proven capacity to manage time and stress;
- 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

This position may require flexible hours at times in the preparation of certain events, and may require 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 immediately.

If you are interested in the position, please complete your application online **by 25 April at noon at the latest** by clicking on the link below.

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

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