

Vacancy announcement

Project Officer – emergency and disaster preparedness

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: 2 years – 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 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 Programmes Department takes responsibility, in cooperation with other OIE departments and offices, for implementing activities relating to emergency and disaster management. The project coordinator will be recruited to support implementation of a 3-year OIE-FAO-INTERPOL project 'Regional and interagency cooperation to build resilience against agro-terrorism and agro-crime affecting animals', aiming at building and testing capacity for emergency management at regional and international level; fostering regional and global cooperation to strengthen resilience against agro-terrorism and agro-crime, and strengthening cooperation between law enforcement and veterinary sectors.

Positioning and reporting

Under the authority of the Deputy Director General in charge of International Standards and Science, the direct supervision of the Head of the Programmes Department, and under project leadership from the Senior Chargée de Mission for emergency management.

Job purpose

The project coordinator will contribute to the OIE's strategy for bio-threat reduction through international cooperation by supporting the implementation of an ambitious project to build capacity for emergency and disaster preparedness. He/She will support the OIE's global coordination of the project and will be responsible for ensuring the timely and successful delivery of activities in line with its objectives. He/she will participate to the operational implementation of the project.

Missions and activities

Ensure the management and follow-up of the project

- Contribute to the development of a project plan to monitor and track progress:
 - Identify risks, and analyse, manage and propose mitigation measures to ensure timely delivery of the project
 - Develop a programme M&E framework, performance metrics and capture information to track programme performance
 - Work with the communications department to develop and implement a communication plan
- Participate in and contribute to the preparation of background documents, progress reports for the project Steering Committee, and – in collaborating with the World Fund - to the periodic reports required by donors
- Coordinate specific technical activities and deliverables (including those implemented by consultants and external implementers), to ensure that the project delivers outputs on time, within scope and within budget
- Provide direct support to the activities of the programme:
 - Support relevant trainings in emergency management and in simulation exercises
 - Coordinate with external partners the execution of a large international disease simulation exercise

Contribute to the overall project coordination

- Share information and collaborate with project partners (within OIE, FAO, INTERPOL, implementing institutes at global and regional level) to facilitate smooth implementation of the project
- Liaise with OIE HQ and regional staff involved in the implementation of the project
- Support the management of the activities sub-awarded, outsourced or delegated to partners throughout the project, including experts, Collaborating Centres, and external suppliers

Vacancy announcement

Contribute to programme communication

- Organise and support international workshops, meetings, and conferences relevant to the project
- Represent the OIE at external meetings as relevant
- Provide topic specific advice on matters relating to the project
- Contributing to drafting papers, articles and other relevant informative technical and communication material to promote the programme's objectives

Qualifications and Experience

Required qualifications

- Advanced graduate degree (Master's level, DVM or equivalent) in veterinary sciences, international affairs, public health, agriculture, or other relevant fields
- At least 2 years of experience in project or programme management at national or regional level
- Previous experience working with national veterinary services, private sector, emergency services, or non-governmental organisation in an area relevant to disaster or emergency management e.g. contingency planning, simulation exercises, disaster or disease response

Required technical skills

- Good project management skills
- Change management competencies
- Good working knowledge of Microsoft Office, in particular Word and Excel;
- Excellent writing skills and ability to summarise complex technical discussions into clear and concise reports;
- Ability to work in English at a high level including excellent oral and written communication skills.

Additional competencies

- Knowledge and understanding of the international frameworks for emergency management e.g. Sendai, UNISDR etc.
- Knowledge of national structures, principles and operational frameworks for response to disasters and emergencies
- Good knowledge of French or Spanish.

Required interpersonal skills

- Excellent communication skills;
- Ability to establish and maintain good working relationships in a multinational and multicultural environment;
- Ability to work as a member of a small team;
- Capacity to learn and a self-motivated worker;
- Excellent organisation skills and ability to meet specific deadlines;
- Demonstrated initiative, including ability to think operationally and achieve results.
- Adaptable and flexible

Working conditions

This post requires flexibility to travel internationally and long hours in a seated position at a computer.

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). Expected starting date **15 January 2019**.

If you are interested in the position, please complete your application online by **27 December 2018 at noon (Paris local time) at the latest** by clicking on the link below.

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

[APPLY HERE](#)