

## Vacancy Announcement

**Position title: Project Coordinator for the OIE Sub-Regional Representation for South-East Asia**

**Salary: From EUR 4.500 to 5,500 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, veterinary public health and animal welfare worldwide, as well as for ensuring transparency of the global animal disease situation. 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 [www.oie.int](http://www.oie.int).

The OIE, 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 71 international and regional organisations.

The Sub-Regional Representation for South- East Asia based in Bangkok, Thailand, manages the South-East Asia and China FMD (SEACFMD) Campaign that coordinates the prevention, control and eradication of FMD in ten ASEAN Member States, China and Mongolia, in alignment with the OIE /FAO Global FMD Control Strategy. The New Zealand government provided funds to support the implementation of the SEACFMD Campaign from 2016 to 2020, in particular the implementation of pilot FMD control projects in Lao PDR and Myanmar.

### Positioning and reporting

Under the authority of the OIE Director General and the direct supervision of the OIE Sub-Regional Representative for South-East Asia and in collaboration with OIE HQ staff members as appropriate. Coordination of two project officers for Lao PDR and Myanmar.

### Job purpose

The Project Coordinator will support the implementation of the OIE/New Zealand funded FMD Project in SE Asia, with pilot implementation in Lao PDR and Myanmar. He/She will take charge in the planning, coordinating and ensuring the delivery of activities. He/she will provide monitoring and evaluation of the project to ensure the achievement of the Project's outputs and ensure communication and reporting on the Project's implementation. He/she will also contribute to maintaining working relations with all stakeholders in SE Asia and promoting the visibility of the OIE.

### Missions and activities

The incumbent will be responsible for the following:

- **Assisting the Sub-Regional Representative in coordinating a complex FMD Project targeting Lao PDR and Myanmar and supporting the implementation of the following activities:**
  - Plan, implement and follow-up of the Project;
  - Develop and operationalise the annual work plan as well as drafting interim and annual reports to OIE Headquarters, in accordance with Donor requirements;
  - Prepare other reports from Project meetings and missions;
  - Provide technical assistance to OIE Member Countries on FMD surveillance, prevention and control;
  - Support the organisation and implement the vaccination campaigns;
  - Develop and implement project monitoring and evaluation plans;
  - Undertake Project risk analysis and management;

- Oversee and monitor activities being implemented by other Project partners, including Massey University EpiCentre;
- Supervise and liaise on a daily basis with other Project staff based in Lao PDR and Myanmar and with OIE Headquarters on country requests for vaccine deliveries, follow-up actions on vaccine deliveries and monitoring of use of vaccines delivered by the OIE through the OIE regional vaccine bank.
- **Assisting the Sub-Regional Representative in writing of reports and liaising, as appropriate, with the OIE Headquarters;**
- **Maintaining close working relations with SEACFMD members, with the New Zealand Government, and with partner organisations such ASEAN and FAO;**
- **Representing the OIE in relevant regional and international meetings, seminars and conferences;**
- **Promoting the visibility of the OIE as an independent, scientific and highly professional centre of excellence throughout South-East Asia;**
- **Carrying out any other cognate duties.**

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

## **Qualifications and Experience**

### **Qualifications**

- A degree in Veterinary Medicine, with a relevant experience in animal health and veterinary administration;
- At least 5 years of professional experience in an international development context demonstrated at regional and national level;

### **Requirements**

#### **Technical skills**

- Skills in, and a detailed understanding of, technical and scientific animal health management;
- Knowledge and understanding of the nature and epidemiology of FMD;
- Experience in the management of complex animal health programmes;
- Demonstrated experience of strategic planning, programme management, capacity building, monitoring and evaluation and results reporting;
- Demonstrated familiarity with the OIE Terrestrial Animal Health Code and other international standards including expertise in trans-boundary animal disease control and eradication issues, both at the technical and policy level;
- Knowledge of the OIE, WTO and ASEAN-Secretariat structure, protocols and instruments;
- 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**

- Strong organisational and coordination skills (group logistics);
- Good communication, facilitation, analytical and diplomatic skills;
- Demonstrated skills in interpersonal relations and the ability to work in multi-disciplinary partnerships;
- Capacity to work in a multi-cultural, national environment with sensitivity and respect for diversity.

### **Working conditions**

Based in Bangkok (Thailand), international travel is expected on a regular basis in South East or South Asian countries and to the 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 a full-time position as an international civil servant based at the OIE sub-regional Representation in Bangkok (Thailand) that is available immediately

If you are interested in the position, please complete your application online **by 29 June 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](mailto:hr.dept@oie.int).

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