

## Vacancy Announcement

**Position title: Consultant - Website Renewal Business Project Manager Assistance**

**Compensation: to be negotiated**

**Duration: 4 months**

### **Context:**

The World Organisation for Animal Health (OIE) is an intergovernmental organisation recognised by the World Trade Organization as the 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 international 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 or Bureaus in total. The OIE maintains permanent relations with over 70 international and regional Organisations.

### **Job description**

To support its growth and achieve its strategic objectives, the OIE has built a Project to renovate and integrate its 5 Regional websites, to be implemented by the first semester of 2019. The objective of this Project is to develop on a common general platform (website template) that:

- Integrates the 5 OIE Regions;
- Can easily adapt to changes of format (the OIE's visual identity will change in the future and with it the design of its main and regional websites);
- Can directly link/integrate features coming from the OIE main website ([www.oie.int](http://www.oie.int)) like Latest disease alerts, lists of Focal Points, etc.;
- Is managed by the Paris Headquarters;
- Can easily be updated by each corresponding Region;
- Is maintained by an external service and monitored by the IT Unit.

The methodology to be used is to develop the platform with an external IT service provider and to manage their actions and follow up on the project internally.

We are looking for a consultant to accompany us from the expression of needs to the external service provider selection. His/her or your role will be to define the communication, content and technical needs of each Region, to formalize them into a specification of requirements document, to select the service provider and to establish a follow up process for the Project leader to guarantee the continuity of service and to ensure the maintenance.

The mission will take place in the following phases:

- Expression of needs and formalization of a Call for Proposal taking into account the 5 OIE Regions;
- Piloting of the Call for Proposal and selection of the provider;
- Development of a follow up process.

It is important to consider that this project could potentially lead to accompany the OIE on the redesign of their main website, intranet, extranet and Delegates sites.

### **Positioning and reporting**

Under the authority of the Head of Communication Unit, under the supervision of the Project Manager and in close collaboration with the IT Unit.

**Responsibilities:**

- Contact and work with the 5 Regions to understand and compile their needs into a document of specification of requirements, in close collaboration with the Communication and IT Units;
- Development of the Call for Proposal;
- Selection of service provider with the collaboration of the Communication and IT Units;
- Development and signature of service contract, including maintenance;
- Regular reporting on the development of the project;
- Development and implementation of a follow up process.

**Deliverables**

- Document of specification of requirements consolidating the needs of all regions **by end of August**;
- Call for Proposal **by mid-September**;
- Selection of Service Provider **by mid-October**;
- Contract with the provider **by mid-November**;
- KPI and planning for the piloting and monitoring of the selected provider **by end of November**;
- Document of follow up process for the Regions and the OIE HQ **by end of November**.

**Qualifications and Experience****Qualifications**

- A postgraduate degree in a relevant field.

**Technical skills**

- Project management skills;
- Piloting technical and multidisciplinary projects;
- Management of Call for Proposals;
- Outstanding communication skills, in both written and spoken English;
- Knowledge on WordPress applications;
- Budget management.

**Additional skills**

- Knowledge of Spanish or French is an asset.

**Interpersonal skills**

- Demonstrated ability to be highly organized, independent, and a diplomatic professional;
- Ability to work within a multicultural team;
- Proactivity, flexibility and the ability to work under pressure.

**Working conditions**

The mission will take place in the premises of the OIE in the 17th arrondissement in Paris until November 2018. The estimated charge for this assignment is 2 or 3d/week (adjustable to monthly depending on project periods). Remote work is possible on certain days, but a physical presence will be required at least 1 day each week (to be validated with the head of the Communication Unit).

As an independent consultant, you will serve as a contractor. The terms of your consultancy agreement will be governed by the contract you sign with us rather than through a contract of employment. However, some terms and policies that apply to employees, including those relating to confidentiality of information or ownership of intellectual property, may apply to you as an independent consultant.

Payment for independent consultants is solely based on days worked. There is no payment for absence such as national holidays, sick leave or annual leave, or for overtime. However, occasionally, flexible hours may be discussed with the Head of the Communications Unit.

### General information

The OIE places high value on a multicultural and positive work environment and welcomes applications of all qualified candidates, irrespective of their ethnic origin, gender, opinions or beliefs.

This is a part time consultant position based at the OIE Headquarters in Paris (France) that is available immediately.

If you are interested in this consultant position, please complete your application online **by 23 July 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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