

## Vacancy Announcement

### Position title – Chargé/e de mission in the Standards Department

**Salary:** Base salary at **3 100 €** net/month, commensurate according to qualification and experience  
+ Benefits (salary exempt of French income tax, annual quality bonus)

**Duration:** Two (2) years – renewable for an unlimited number of times according to performance

#### 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 181 Member Countries and is present on all continents through 12 Representations or Bureaus in total.

One of the pillars of the OIE's mandate is the elaboration of intergovernmental science-based standards for disease prevention and control and the sanitary safety of the international trade of terrestrial and aquatic animals and their products. It is founded on the work of four elected Specialist Commissions, namely the Terrestrial Animal Health Standards Commission (the Code Commission), the Aquatic Animal Health Standards Commission (the Aquatic Animals Commission), the Scientific Commission for Animal Diseases (the Scientific Commission) and the Biological Standards Commission (the Laboratories Commission). The role of the OIE's Specialist Commissions is to use current scientific information to study problems of epidemiology and the prevention and control of animal diseases, to develop and revise OIE's international standards and to address scientific and technical issues raised by Members in the implementation of these standards. The resulting standards are published in the Terrestrial Animal Health Code, the Manual of Diagnostic Tests and Vaccines for Terrestrial Animals, the Aquatic Animal Health Code and the Manual of Diagnostic Tests for Aquatic Animals.

The Standards Department provides support to the OIE standard-setting process by ensuring the implementation of the relevant [procedures](#), as well as supporting the development of related projects aiming at monitoring and/or facilitating the implementation of standards.

#### Positioning and reporting

Under the authority of the Deputy Director General in charge of International Standards and Science and the direct supervision of the Head of the Standards Department and/or Deputy.

#### Job purpose

The Chargé/e de Mission contributes to the scientific excellence and integrity of the OIE standard-setting process by supporting the work of the Specialist Commissions and relevant ad/hoc groups to ensure the delivery of high-quality, scientifically-based and up-to-date international standards. He/she contributes to the increased understanding and implementation of the OIE standards by Member Countries through support to the transparency and inclusiveness of the standard-setting process.

#### Missions and activities

Contribute to the provision of scientific secretariat support to the Terrestrial Animal Health Standards Commissions

- Prepare background and working documents based on the collection and analysis of Member Country comments, and other relevant sources of information;
- Participate in the meeting and provide support to the President ensuring respect of relevant OIE procedures;
- Provide historical analysis of past decisions;
- Contribute to the drafting of meeting reports;
- Ensure communication and alignment with other Specialist Commissions;
- Act as the interface between the Specialist Commissions and internal teams and partners;
- Follow-up actions arising from meetings, including contribute to the development or update of relevant guideline documents, Code or Manual Chapters.

Provide support to the work of the relevant ad hoc groups

- Prepare TORs for the group as well as background and working documents;
- Liaise internally with relevant departments to ensure compilation of cross-cutting relevant data;
- Participate in the ad hoc Group meeting insuring compliance with OIE procedures;
- Prepare the report of the ad hoc Group meeting and any supporting documents or analyses;
- Liaise with the relevant Specialist Commissions;
- Follow up the results from these deliberations.

Provide technical advice and support on the work of the Standards Department

- Contribute to the preparation of responses to enquiries from and provide support to Member Countries on the standard setting process;
- Contribute to the update and management of a network of contacts and experts on relevant topics;
- Prepare concept-notes, factsheets, working documents, background papers and other analytical documents;
- Provide data to respond to enquiries from diverse sources, including colleagues, Member Countries, other organisations and external parties;
- Supporting the development of an online commenting system;
- Contribute to the preparation and planning of training related to the implementation of standards.

In addition, the Head of the Standards Department may, when necessary, assign to the incumbent any other duties, responsibilities and activities within his or her area of competence.

### **Qualifications and Experience**

Required qualifications

- A degree in veterinary science, biological sciences, public health, international trade policy or equivalent;
- At least 8 years of professional experience, particularly in a national regulatory environment, or other international organisation;
- Experience in provision of high level secretariat functions at the national or international level.

Additional experience

- Professional experience in a National Veterinary Authority or equivalent would be an advantage.

#### **Requirements:**

Technical skills:

- Good working knowledge of Microsoft Office, in particular Word;
- 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 standards setting environment and the WTO Agreements in relation to international trade (desirable);
- Good knowledge of French or Spanish (desirable).

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 strategically and achieve results.

### **Working conditions**

This position may require flexible hours at times to complete specific projects, including around Specialist Commission meetings and the General Session of the World Assembly of Delegates.

### 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 **as soon as possible**.

If you are interested in the position, please complete your application online by **13 July 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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