

Vacancy Announcement

Position: Technical Assistant - Regional Representation for the Americas, Buenos Aires, Argentina
Salary: 1 500 American Dollars per month.
Duration of Contract: one (1) year, renewable
Responsibilities: Under the direct supervision of the OIE Regional Representative for the Americas, the incumbent shall be responsible for: - Carrying out the working plans and actions programmed for the Region of the Americas determined by the OIE Director General and the OIE Regional Representative for the Americas; - Coordinating and arranging the meetings and conferences organized or attended by the OIE; - Representing and acting on behalf of the OIE in the American Region or wherever the Director General or the Regional Representative for the Americas might indicate, including public presentations; - In line with the annual schedule, organizing the follow-up actions required for the timely communication and provision of information to the OIE by National Delegates; - Developing and translating written materials and internal communications in the OIE official languages.
Qualifications and Experience Qualifications: - Graduate in Veterinary medicine; - Deep knowledge on the OIE structure, and activities at the global and regional level; - Experience in a position in an International environment. Required skills: - Fluency in written and spoken both Spanish and English with excellent communication skills; - Experience in the organization and management of conferences/ seminars/ meetings or related events; - Excellent computer skills in a Microsoft Windows environment would be an asset, especially Microsoft Office 2010 suite (Word, Outlook, PowerPoint, Excel) and Smartsheet; - Strong team player in a multicultural environment. <i>Note – These conditions are the bare essential minimum requirements for the satisfactory performance of the responsibilities and activities entailed by this position. People failing to meet all the conditions mentioned ut supra shall not be considered for the position.</i>
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 Regional Representation based in Buenos Aires (Argentina) that is available immediately. A cover letter identifying how you as the potential candidate meet the qualifications, experience and skills listed above along with a supporting CV should be addressed to the Human Resources (hr.dept@oie.int), copy to the OIE Regional Representative for the Americas (l.barcos@oie.int) by 30 May 2017 at the latest.