

## Vacancy Announcement

### Position title – Head of the Standards Department

**Salary:** Base salary at **4 700 € net/month**, commensurate with qualifications and experience  
+ Benefits (salary exempt of French income tax, annual quality bonus & annual responsibility bonus)

**Duration:** Three (3) 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 182 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 Director General and the supervision of the Deputy Director General (International Standards and Science), and in close coordination with the Heads of other Departments. Supervising a team of 10 to 12 staff members.

#### Job purpose

The Head of the Standards Department contributes to the scientific excellence and integrity of the OIE standard-setting process. He/she is responsible for ensuring the alignment and coordination of the work of the Specialist Commissions and ad hoc groups regarding the delivery of high-quality, scientifically-based and up-to-date international standards. He/she contributes to increased understanding and implementation of the OIE standards by Member Countries by ensuring the performance of the team dedicated to the continuous improvement, transparency and inclusiveness of the standard-setting process.

#### Missions and activities

##### Provide strategic guidance regarding the OIE activities related to the work of the Department

- Participate in the OIE Management Committee and provide support to the design and implementation of strategic initiatives;
- Report to the General Directorate on the implementation of activities;
- Promote the OIE mandate and represent the Organisation at relevant international conferences, missions, meetings, workshops etc.;
- Manage relationships with and coordinate responses to enquiries from diverse sources, including colleagues, Member Countries, other organisations and external parties.

**Provide leadership and management of the Standards Department team**

- Translate strategic goals into team objectives and monitor collective performance;
- Foster a positive and productive work environment through the provision of constructive feedback;
- Organise and oversee tasks to ensure delivery of the team's missions;
- Participate in the recruitment process of staff members as well as staff competency development and annual performance appraisal;
- Manage, improve and, where necessary, identify and formalise the different procedures of the Department.

**Participate in and ensure the management and delivery of the team's missions**

- Coordination of the work of the Specialist Commissions
  - Facilitate and coordinate the horizontal management of the agendas, integration of the work and relations with the Presidents of the four OIE Specialist Commissions;
  - Act as the interface between the Specialist Commissions and internal teams and partners;
  - Ensure the development of harmonised internal working procedures;
  - Oversee the performance management framework for OIE Specialist Commissions;
  - Participate in the process for selection of experts for the Specialist Commissions and ad hoc groups.
- Scientific secretariat support to the Specialist Commissions and ad-hoc groups
  - Preparation of background and working documents based on the collection and analysis of Member Country comments, cross-cutting data from other departments, and other relevant sources of information;
  - Preparation of TORs for the ad-hoc groups;
  - Ensuring respect of relevant OIE procedures;
  - drafting of meeting reports;
  - Follow-up actions arising from meetings, including contributing to the development or update of relevant guideline documents, Code or Manual Chapters.
- Technical advice and support on OIE standards
  - Update and manage a network of contacts and experts on relevant topics;
  - Supporting the development of an online commenting system;
  - Support to the development and delivery of training programs of OIE national focal points in relevant areas.
- Monitoring of the implementation of standards
  - Oversee the coordination of the development of an Observatory of Standards;
  - Manage and provide regular progress update reports to the General Directorate and Council as requested;
  - Ensure the timely production of deliverables of the project, including reports and analysis.
- Project management
  - Provide project management oversight to projects;
  - Define and update project work plans, and coordinate with all relevant parties to ensure the delivery of expected outputs;
  - Draft TORs for key inputs and supervise the relevant staff and/or consultants;
  - Ensure respect of OIE procedures throughout the project (procurement, governance, publications etc.);
  - Manage and provide regular progress update reports to the General Directorate.

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

- A degree or equivalent in one of the following: international trade policy, public health, veterinary or biological sciences or aquatic animal sciences;
- At least 15 years of professional experience in a regulatory environment;
- Experience in provision of high level secretariat functions at the national or international level;
- At least 8 years of experience in management;
- At least 5 years of experience in an international environment;
- Professional experience in a National Veterinary Authority would be an advantage.

**Requirements****Technical skills**

- Ability to work in English at a high level including excellent oral and written communication skills;
- Knowledge and understanding of the international standards-setting environment and the WTO Agreements in relation to international trade;

- Excellent writing skills and ability to summarise complex technical discussions into clear and concise reports;
- Good computer skills in a Microsoft environment.

***Additional skills***

- Good working knowledge of Spanish and/or French;
- Familiarity with the OIE Codes and Manuals.

***Interpersonal skills***

- Excellent leadership skills and the capacity to motivate and develop team members;
- Excellent communication skills (verbal, written, interpersonal, presentations) Demonstrated initiative, including ability to think strategically and achieve results;
- Organisational awareness: strong ability to establish priorities and work within tight timelines;
- Attention to detail and capacity for global overview;
- Courtesy, tact and ability to establish and maintain good working relations in a multinational and multicultural environment;
- Strong confidentiality awareness.

**Working conditions**

The post is a full-time position at the OIE Headquarters in Paris and entails regular missions abroad.

**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 in November 2018.

If you are interested in the position, please complete your application online by **20 of 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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