

## *Vacancy Announcement*

**Position title: Chargé(e) de Mission, Rinderpest Officer in the Programmes Department of the World Organisation for Animal Health (OIE)**

**Salary:** Commensurate with experience and in conformity with OIE staff regulations

**Duration of position:** Two (2) years, renewable

**Responsibilities:**

Under the authority of the Director General of the OIE, the overall direction of the Deputy Director General for International Standards and Science and the direct supervision of the Head of the Programmes Department, and in collaboration with other relevant officers and units within the OIE, the incumbent will support and assist in activities related to rinderpest post-eradication activities within the OIE, in line with the OIE policies and agreements with the Global Partnership and the FAO-OIE Rinderpest Secretariat.

Specific activities include:

- Supporting to the preparation and organisation of the meetings for the FAO-OIE Rinderpest Joint Advisory Committee (JAC) and other related meetings in coordination with the secretariat at the FAO;
- Supporting the maintenance and enhancement of the Electronic Rinderpest Reporting System for the annual reporting of OIE member countries on their remaining stocks of rinderpest virus-containing material along with support for the development and management of the database for the FAO/OIE recognized rinderpest holding facilities;
- Providing support to the activities related to the sequestration and destruction of rinderpest virus-containing material in coordination with the secretariat at the FAO, including participation in the monitoring of rinderpest holding facilities as well as outreach activities with the Regional and Sub-regional offices and Member Countries;
- Assistance in developing and/or recommending programme intervention, prevention, and/or control strategies on biological threat reduction that would support the implementation of and advocate for the OIE Biological Threat Reduction Strategy;
- Assistance in the development of communications materials as well as technical documents related to the review and updating of the rinderpest post-eradication portal;
- Preparation of technical and/or administrative materials for the consideration of the Commissions as well as resolutions and annual reports for the General Session of the World Assembly of Delegates;
- Representing the OIE at biosecurity-related meetings along with the liaison and networking with other international biosecurity stakeholders;
- Carrying out other activities within his/her area of competence as assigned by the Head of Department or the Director General.

**Qualifications and Experience:**

- Minimum of two-years of experience in the field of laboratory, veterinary and/or public health programme management;
- A degree of higher education in veterinary medicine, public health, laboratory science, or related field;
- Languages: fully fluent in English, both spoken and written. A working knowledge of French and/or Spanish is an asset;
- Strong communication skills, both spoken and written;
- Experience working internationally, especially in developing or in-transition countries;
- Ability to develop strong synergies and partnerships with key stakeholders;
- Ability to plan and organize work autonomously in respect of the hierarchy;
- Ability to juggle multiple tasks with high attention to detail and work under pressure;
- Demonstration of good interpersonal skills and ability to work in a multicultural environment within a multicultural team;
- Computer literacy with experience and knowledge of Microsoft Office Suite;
- Knowledge and experience in database construction and management would also be an advantage;

N.B.: These qualifications summarize the essential requirements for a satisfactory performance of this position. Those candidates who shall fail to meet any of these requirements shall not be considered for this position.

**Additional Information:**

In the completion of their tasks the officer must demonstrate professionalism, respect and exhibit the behaviours, sense of responsibility and manners expected from an employee of an international inter-governmental organisation.

The officer must comply with the OIE conflict of interest disclosure agreement and adhere to the provisions of the confidentiality agreement.

The officer must maintain good working relations with other staff members of the OIE. By way of their duties and actions, the individual will be in frequent contact with persons inside and outside the office and must continuously demonstrate an aptitude for good interpersonal skills and relations.

The incumbent must have a valid passport.

The position is based at the OIE Headquarters in Paris, France.

The position is full-time.

The C.V. and cover letter of any interested candidate shall be addressed to the attention of the Human Resources Unit ([hr.dept@oie.int](mailto:hr.dept@oie.int)) with copy to Dr Tianna Brand, *Chargé de mission* for Biological Threat Reduction ([t.brand@oie.int](mailto:t.brand@oie.int)) before 15 June 2016.